

DIRECTORATE OF ELEMENTARY EDUCATION
GOVERNMENT OF ARUNACHAL PRADESH
ITANAGAR.

EED/A/48/2011-12

Dated Itanagar, the 25th June'2021.

**TENTATIVE CALENDAR OF ACTIVITIES FOR ALL GOVT.PRIMARY/UPPER
SCHOOLS/GOVT.AIDED/UN-AIDED RECOGNIZED PRIVATE SCHOOLS UNDER DIRECTORATE
OF ELEMENTARY EDUCATION, GOVT. OF ARUNACHAL PRADESH FOR ACADEMIC SESSION:
2021-22.**

- ❖ **ADMISSION PERIOD FOR NEW ACADEMIC SESSION: 1st July 2021 to 9th July' 2021** (It is mandatory to complete whole admission process within given period except transfer case by observing covid-19 protocol in case offline in far flung areas/ online admission is recommended).

A. TERMS:

- | | |
|-----------------------|---|
| 1. FIRST TERM | : 1 st July to 30 th Sept'2021 |
| Vacation Period | : 9 th April to 30 th June'2021. |
| 2. SECOND TERM | : 1 st October' 2021 to 31 st March'2022. |

B. School Time:

1. Single shift school:

Monday to Friday	08:00am to 02:00 pm
Saturday	08:00 am to 11:30 am

2. Double shift school:

1 st Shift	06:00am to 10:30 am – All six days
2 nd Shift	11:00 am to 04:30 pm – All six days

Important activities

(i)	Transfer / Posting of Teacher (Applications should be submitted by 15 th July 2021 through proper channel only & none to be entertained thereafter for upcoming Academic session.	Orders to be issued last of July' 2021 itself.
(ii)	Departmental Promotion Committee (DPC) for all categories 1 st DPC 2 nd DPC	last week of July 2021 last week of Jan 2022

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C. Academic Activities:

1. First Term

I. General:-

(i)	Re-opening of School	1 st July'2021(Thursday).
(ii)	Admission for classes I to VIII	1 st July 2021 to 9 th July' 2021(It is mandatory to complete whole admission process within given period except transfer case by observing covid-19 protocol in case offline in far flung areas/ online admission is recommended).
(iii)	Textbook Distribution to students in the schools	1 st July 2021 to 9 th July' 2021(Textbook distribution to the students should done simultaneously with the admission process while observing covid-19 appropriate behavior /SoPs).

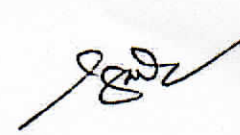
II. Scholastics: - Marks of the best two Periodic Tests to be taken into consideration for Internal Assessment in Board Exams i.e., APSBE 2021-22

(i)	Commencement of Academic Classes	12 th July'2021 (Thursday).
(ii)	First Periodic Test (Online/ worksheet) for Classes I-VIII	2 nd Aug-13 th Aug'2021.
(iii)	Second Periodic Test(Online/ worksheet)for Classes I-VIII	6 th Sept-13 th Sept'2021
(iv)	Half Yearly Examination (Online/ worksheet) for Classes I-VIII	25 th Sept-30 th Sept'2021

- Responsibility is of Head of School concerned to ensure that entire syllabus is completed well in time during the Academic session 2021-22.

III. Other Scholastic Activities :

(i)	(a) Notification for Model Residential School (under CMAPY) Entrance Examination 2021 for Class-VI & IX by District concerned : (b) Entrance Examination by District concerned: (c) Teacher interview by District concerned:	2 nd week of August'2021 22 nd July 2021 By 18 th Aug 2021 (if any)
(ii)	Dronacharya Gurukul Yojana Talent Hunt Exam (Class VI & IX)	3 rd week of Aug 2021
(iii)	Sainik School Entrance Exam process for 2020-21 for SS East Siang and Pungalwa.	With effect from Oct'2021. (As per notification of Sainik School Society, MoD, New Delhi

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(iv)	Rashtriya Indian Military College (RIMC) Entrance Exam	As per notification of RIMC Authority, Dehradun)
(v)	a) Admission Period (Twice in a Year)	a) In the month of June/July 2021 b) Dec 2021 & Jan' 2022 (Tentatively)
	b) Last Date of Acceptance of Application form	a) 20 th June 2021 for appearing the exam of 2021. b) Date will be notified by RIMC authority for appearing the exam in the month of Dec 2021.
	c) Viva Voce	September 2021 & April 2022 (to be fixed by RIMC Authority, Dehradun)
(vi)	Arunachal Pradesh Teacher Eligibility Test (APTET) - 2021	Dec' 2021 (Tentatively)
(vii)	State Merit Exam 2021 for Class VIII Pass students	During the month of Nov' 2021
(viii)	State Level National Means cum Merit Scholarship Examination / National Talent Search Exam 2021.	Will be notified by NCERT

IV. Co-Scholastics: -

Co-scholastics activities are continuous process. It includes Games & sports, cub-bulbul, Scouts & Guides activities, cultural activities, school day celebration, literary activities etc.

2. Second Term:

Scholastic: -

(i)	Third Test(Online Test/ worksheet)	30 th Nov-14 th Dec'2021
(ii)	Fourth Test (Online Test/ worksheet)	18 th Jan-29 th Jan'2022.
(iii)	Arunachal Pradesh State Board Examination 2021-22 for CI-V & VIII	2 nd week of February 2022.
(iv)	Annual Examination for Classes I, II, III, IV, VI and VII	
(a)	(For schools without CBSE Centre)	7 th Mar'2022 to 19 th March'2022.
(b)	(For schools with CBSE Centre)	During the gaps of CBSE Exams to be completed by 19 th March'2022.
(v)	Evaluation to be completed	21 st -30 th March' 2022.
(vi)	Declaration of the Result (uniformly for all classes I-VIII throughout the State)	31 st March'2022.
(vii)	Admission for next academic session 2022-23 begins and textbook distribution to the students.	1 st April-16 th April'2022.
(viii)	Summer Vacation starts for Academic session 2022-23	17 th April-31 st May' 2022(During Vacation, teachers must assign homework, handouts, project work etc to the students).
(ix)	Reopening of School and Starting of new academic classes	1 st June 2022.

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3. GENERAL INSTRUCTIONS:-

(a) Instructional Hours / Working Days

Academic week shall have the instructional hours and working days as given below:

Sl. No.	School Level	Instruction Hours	Working Days
I	Primary Level	6:00 Hours	220 Days
II	Upper Primary Level	8:00 Hours	235 Days

(b) Distribution of Periods per week as per Arunachal Pradesh RTE Rules:

- 45 Hours including preparation hours per week.

1	At primary level	Minimum 24 hrs. (36 period of 40 minutes duration) per week.
2	Upper primary level	Minimum 27 Hrs. (40-42 period of 40 minutes duration) per week.

Note: Duration of working hours per day may not be less than 7 hours 30 minutes including preparation hours. Judicious & need based assignment of allotment of period according to subject-teacher shall be judiciously done. The school, keeping the overall number of periods in each subject/area, may assign more or less no. of periods to individual units according to their relative importance, if thought necessary.

c) Work Load of the of the teaching staff as per Arunachal Pradesh Education Act-2010:-

(i)	TGT (Language)	30 Periods per week.
(ii)	TGT (Other Subject)	33 Periods per week.
(iii)	PRT/TGT (Primary)	36 Periods per week.
(iv)	PRT/TGT(U/Primary)	40-42 periods per week.
(v)	PET/Music/Craft / Arts Teacher)	33 Periods per week.

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4. **SCOUTS & GUIDES ACTIVITIES:** - Detailed schedule to be notified by Scouts & Guides H.Q.

	Name of the activity	Venue	Date	No. of Days	Organized by	Strength
a)	Rajya Puraskar Testing Camp-2021	SHQ/D HQ	To be notified by SGHQ	05	SHQ	300
b)	Introductory Course	DHQs	Do	01	DHQ	30
c)	Basis Course for Cub masters	STC	Do	07	RHQ, Guwahati	30
d)	Basis Course for Flock Leaders	STC	Do	07	RHQ, Guwahati	30
e)	Regional Level Cub Bulbul Utsav	STC	Do	05	RHQ, Guwahati	200
f)	Basic Course for Scout masters	SHQ	Do	07	SHQ	30
g)	Basic Course for Guide Captains	SHQ	Do	07	SHQ	30
h)	Regional Basic Course for Rover Scout Leaders	STC	Do	07	RHQ, Gueahati	30
i)	Regional Basic Course for Ranger Leader	STC	Do	07	RHQ Guwahati	30
j)	Training Counsellors & Badge Instructor Course	SHQ	Do	05	SHQ	30
k)	Basic Course for Commissioner	SHQ	Do	05	SHQ	30
l)	State Level Standard Judging Camp	STC	Do	05	SHQ	100
m)	Regional Level Trekking cum Nature Study Programme	Tawang	Do	07	SHQ	30
n)	Advanced Course for Scout masters	STC	Do	07	SHQ	30
o)	Advanced course for Guide captains	STC	Do	07	SHQ	30

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p)	District Level Cub Bulbul Utsav	DHQ	To be notified by SGHQ	05	DHQ	300
q)	Rajya Puraskar Award ceremony 2020	SHQs/Raj Bhawan	Do	05	SHQ	100
r)	State Level CM Shield Award Ceremony'2020		Do	05	SHQ	50

5. B. Ed Deputation:

(i)	Issuance of letter / message to all DDSE / Principal / Headmaster	1 st to 11 th May every year
(ii)	Submission of all documents to Directorate	18 th May- 11 th June of every year
(iii)	Constitution of selection of Board	15 th June of every year
(iv)	Sitting of selection Board meeting	18 th June of every year
(v)	Declaration of selected teachers	24 th June & 25 th June of every year
(vi)	Deed of agreement at Directorate	29 th June-2 nd July of every year
(vii)	Submission of documents to RGU Doimukh on or before	9 th July of every year

6. State Teacher Award:

(i)	Circulation of guidelines along with application forms to all DDSE	15 th -21 st June 2021
(ii)	Constitution of District Selection Board	9 th -15 th July'2021.
(iii)	Submission of all documents/ACR/Vigilance clearance certificates from district to this Directorate	16 th -26 th July 2021.
(iv)	Formation of Selection Board	2 nd -5 th August 2021.
(v)	Scrutiny of documents of selection of Teachers for Award	6 th -9 th August 2021
(vi)	Issuance of list of selected teacher to all DDSE	12 th -13 th August 2021
(vii)	Celebration of State Teacher Award	5 th September 2021

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7. National Teacher Award:

(i)	Opening of web portal for inviting online applications	1 st June-20 th June'2021. (12:00 midnight)
(ii)	District selection Committee nomination to be forwarded to the state selection Committee through online portal.	1 st July -15 th July'2021 (12:00 midnight)
(iii)	State Selection Committee shortlist to be forwarded through online portal to independent National Jury.	16 th July -30 th July'2021 (12:00 midnight)
(iv)	Independent National Jury Constitution with the approval of Hon'ble Shiksha Mantri (Parallel activity)	20 th July-25 th July 2021
(v)	Intimation to be issued by Ministry of Education to all the shortlisted candidate to make presentation before the National Jury (either in physical mode at NCERT like normal years or through online like in 2020 depending on covid-19 situation) (maximum 154 candidates as per extant guidelines)	2 nd August' 2021.
(vi)	The selection process by Jury	5 th -16 th August'2021
(vii)	Finalization of names by independent National Jury	16 th August 2021.
(viii)	Intimation to selected candidates after approval of Hon'ble Shiksha Mantri	18 th August'2021.
(ix)	Rehearsal and Award function	4 th & 5 th Sept'2021.

8. Chief Minister Flagship Programme:

(i)	<u>VIDYA Scheme (Class VI) and Girls students Hygiene Scheme (Class-VI to XII)</u>	
	a) Circulation of message to all DDSE of the District	11 th June of every year
	b) Submission of the list to this Directorate	20 th July of every year
	c) Scrutiny of the Beneficiary name	24 th July -26 th July of every year
	d) Submission to Finance Department	30 th July of every year
(ii)	Best School Award	15 th August' 2021
(iii)	Best Performing School Award of the State	15 th August' 2021

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9. **STIPEND: (Only for students who stay in Hostel and is a mandatory condition)**

(i)	Circulation of message to all DDSE of the district	4 th June of every year
(ii)	Submission of students list to this Directorate	25 th July of every year
(iii)	Fund Approval	2 nd August of every year
(iv)	Final disbursement of Stipend.	31 st March of every year

10. **Celebration Of Important National & International Days In Schools:-**

The school authority should ensure to know their students about the important National & International Days in school by celebrating in a simple way or in a grand manner to mark a day including the following:-

Sl.No	Important Days	Date & Month	Celebration Type
i.	Republic Day	26 th January Every Year	Mass participation by all.
ii.	National Science Day	28 th February Every Year	Read out the importance of Science day by Science Teacher in Classroom
iii.	International Women's' Day	8 th March Every Year	Read out the importance of Women's Day by S/S Teacher in Classroom.
iv.	World Water Day	22 nd March Every Year	Read out the importance of World Water day by Science Teacher in Classroom.
v.	World Environment Day	5 th June Every Year	Social Service activities with plantation programme by all, Painting Competition from Class-III to VIII.
vi.	International Yoga Day	21 st June Every Year	Mass Participation of all.
vii.	World Population Day	11 th July Every Year.	Read out the importance of World Population Day by S/S Teacher in Classroom.
viii.	Independence Day	15 th August Every Year	Mass participation by all.
ix.	Teacher's Day	5 th September Every Year	Participation of all with Cultural presentation from Class-VI to VIII Students.
x.	International Literacy Day	8 th September Every Year	Competition like Essay writing from Class VI-VIII, Painting Competition from Class-I to VIII and Quiz Competition from Class-V to VIII.
xi.	Gandhi Jayanti	2 nd October Every Year	Competition like Essay writing from Class VI-VIII, Painting Competition from Class-I to VIII and Quiz Competition from Class-V to VIII.

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xii.	World Food Day	16 th October Every Year	Read out the importance of World Food Day by Science Teacher in Classroom
xiii.	United Nations Day	24 th October Every Year	Read out the importance of United Nations Day by S/S Teacher in Classroom
xiv	National Unity Day	31 st October Every Year	Read out the importance of National Unity Day by S/S Teacher in Classroom
xv.	Children Day	14 th November Every Year	Participation by all Cultural Presentation, Gardening etc.
xvi.	International Day of Persons with Disabilities	3 rd December Every Year	Encouragement of Students with Disabilities in every field by Teachers.
xvii.	World Human Rights Day	10 th December Every Year	Brief on World Human Rights Day by the Head of Institution in the school for few minutes.

11. Daily Basis Activities During School Assembly Time For Whole Academic Session:-

Sl.No.	Day	Activity
i.	Monday & Tuesday	Reading out of Constitution of India by Teacher to be followed by all students.
ii.	Wednesday & Thursday	Reading out of pledge on "Fit India Movement".
iii.	Friday & Saturday	Brief on objective of "Ek Bharat Shreshtha Bharat" and reading out of one's cultural & social activities of other State to know better understanding, unity & respect.

12. Observation of Literary Week/Sport cum Cultural week in the School for once/twice in the given academic session 2021-22:-

i.	Literary Week	1 st Week of February 2022. Debate, Symposium, Conversation, Quizzes, Essay Writing, Painting Competition etc
ii.	Sport cum Cultural Week	4 th week of the Month of August'2021. Football, Club-Bulbul etc and cultural activities Singing & Dancing, folk competition etc.

13. Showing of Inspirational Movies/ Documentaries (Exclusively for the schools with proper power supply and Smart Classroom):-

i.	Inspirational Movies/Documentaries	4 th Saturday of every month in the whole academic session. Such movies to be managed by the teachers.
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14. Swacch Bharat Abhiyan (Cleanliness Drive) In Schools:-

Sl.No.	Nature of Abhiyan	Day
i.	Weekly	Half-Day (30 Minutes) after in Every Saturday (Except Second Saturday of the Month).
ii.	Monthly	Whole -Day in every last Saturday of the Month.

15. TENTATIVE SCHOOL INSPECTION SCHEDULES.

Month-wise/Week wise Inspection Schedules			Remarks
	State level	District Level	
1.	April 1 st week	June 1 st week	(i) State Level Officers:- DSE/DEE/JT. DSE/ Jt.DEE/ DDSE/ DDEE + 5 Central Inspection Teams (ii) District Level Officers:- DDSE/DAEO/BEO/BRP/BRC/CRC
2.	June 2 nd week	July 2 nd week	
3.	September 2 nd week	August 1 st week	
4.	November 3 rd week	September 1 st week	
5.	Jan' 1 st week	October 1 st week.	
		November 1 st week	
		December 1 st week	
		January 1 st week	

N.B:-

- 1) The above schedules are Normal/Routine Inspection Schedules of the Department. However, apart from these, special/Surprise Visit/ Inspection will also be conducted as and when required by the Department/ Govt.
- 2) The DDSE of the districts should ensure that minimum number of inspections by individual officers is to be at least 4 times per week and be notified for each officer and to ensure all schools get covered at least twice in an academic session. Entries are ensured in Inspection Register at school level. A copy of inspection Report is endorsed to the concerned Director and Commissioner Education.
- 3) The Inspecting officers will submit the detail inspection report to the department/ Govt. as per the prescribed guidelines.
- 4) All the School children may be involved in the celebration of World Disabled Day on 3rd December every year and give them chance to be sensitized about Children with Special Needs and Person with Disabilities.

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- 5) Provision of one period for each class may be kept for Library / Reading Corner to inculcate reading habits among the children.
- 6) Three periods each in every week for co-scholastic area like Art Education, Health & Work Education may be kept.

16. **School Maintenance Schedule:**

The school Authority & SMC shall be held responsible to chalk-out the schedule of operation & maintenance besides planning of periodical visits of District/ Block/ BRC/ CRC level monitoring / supervisory team according to the under mentioned checklist and observation report shall be properly placed on records for follow-up action.

(a) Daily Maintenance:

1. General cleaning of indoor floors of the entire school complex including toilet and kitchen.
2. Cleaning of any water-logging in the entire school premises.
3. Dusting of general storage, desks and benches and toy/ book storage for children.
4. Safe & clean drinking water/ hand washing with soap for children.

(b) Weekly Maintenance:

1. Checking all leaky taps, valves, flushing cisterns etc.
2. Checking entire blockage in the drains, sewage pipes and water pipes.
3. Checking loose locks and shutters of all the doors, windows and almirah etc.
4. Loosening of fine sand with a shovel wherever required.

(c) Fortnightly Maintenance:

1. Cleaning of dust from all appliances and walls etc.
2. Remove dumped rubble/debris/building waste from the premises.
3. Observe any water logging in open areas.
4. Check for clogged drains on the ground, courtyard, and waster outlets from courtyards.
5. Remove stains and marks on the enamel painted portions of the walls (especially corners and edges) door, window, almirah shutters with damp cloth/ mill detergent dampened cloth.

(d) Monthly Maintenance:

1. Checking of any damp marks on the walls, ceilings, and floor.
2. Checking of any termites, ant hills, spider webs in the building.
3. Checking of proper hardware operation of all doors, windows and almirahs.
4. Checking of any cracks on walls and roofs.
5. Checking of main water storage tank cover and outlets are leaking and the stored water is clean.
6. Checking if all the manhole covers/ inspection chamber covers are properly in place and not damaged.
7. Checking if the First Aid Kit is up-to date and the medicines are within their expiry date. Replenish as per need.

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(e) Yearly Maintenance

1. Practice of Kitchen garden for Mid-day meal in all the Schools.
2. Plantation and flower garden in an around the school campus for beautification.

17. Mid-day Meal Distribution & Its hygiene :-

(i)	Mid-day Menu Display	Every Year
(ii)	Regular brooming of Mid-Day Meal Shed	Every Day.
(iii)	Children to be feed Mid-day	As per recommended menu.
(iv)	Regular inspection by Headmaster	Daily basis.

18. Safety measures to be taken by School authority:-

- i. Teachers should always advise the students to maintain Covid-19 appropriate behavior in the school like regular wearing of masks, hand sanitizers and social distancing while in classes.
- ii. Regular thermal scanning to all students and staff and parents in the school campus.
- iii. Provision of good furniture in the school, electric wiring and water tap to avoid any untoward incident in the schools.

This has got approval of competent authority vide U.O No.12 dtd 25/06/2021.

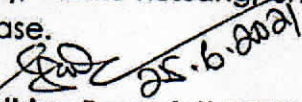
Sd/-Soumya Sourabh, IAS
Special Secretary Elementary Education
cum Director of Elementary Education
Govt. of Arunachal Pradesh
Itanagar.

Memo No.EED/A/48/2011-12

Dated Itanagar, the June'2021.

Copy to: -

1. The PS to Hon'ble Minister (Education), Arunachal Pradesh for information.
2. The PA to Commissioner (Education), Govt. of Arunachal Pradesh for information.
3. The SPA/PA to Spl. Secy(Elementary/Secondary) Govt. of Arunachal Pradesh for information.
4. The PA/SPA to the Director (Elementary/Secondary) Govt. of Arunachal Pradesh for information.
5. The Dy.Commissioner, Tawang/Bomdila/Seppa/Aalo/Pasighat/Yingkiong/Koloriang /Tezu/Anjaw/Daporijo/Ziro/Roing/Khonsa/Changlang/Longding/Anini/Yupia/Namsai/ CapitalComplex/Pangin/Jamin (Palin)/Likabali/Kamle(Raga)/ Pakke-Kessang/ Shi - Yomi/ Lepa-Rada for information and necessary action please.
6. Office/spare copy.


(Kadhing Perme) Jt.DEE(A)
for Director of Elementary Education
Govt. of Arunachal Pradesh
Itanagar