

## SCHOOL ACADEMIC PLANNER

1. Introduction: Designing an academic planner for Kendriya Vidyalaya Kalimpong based on the National Education Policy (NEP) 2020 involves incorporating its key principles and objectives. Here's a sample academic planner template aligned with NEP 2020:

2. Academic Calendar:

- Breakdown of the academic year into terms, semesters, or quarters.
- Dates for the beginning and end of each term.
- Holidays, breaks, and special events throughout the year.

3. Curriculum Overview:

- Description of the subjects offered at each grade level.
- Alignment with educational standards and learning objectives.
- Integration of cross-curricular themes and interdisciplinary approaches.

4. Daily Schedule:

- Timetable detailing the daily schedule for students and teachers.
- Allocation of time for each subject, including breaks and lunch.
- Rotations for specialist classes, such as art, music, and physical education.

5. Assessment Plan:

- Overview of assessment methods and grading criteria.
- Schedule of quizzes, tests, projects, and exams.
- Guidelines for grading and reporting student progress.

6. Professional Development:

- Opportunities for teacher training and professional development.
- Workshops, seminars, and conferences on pedagogy and curriculum development.
- Collaboration with educational institutions and professional organizations.

7. Co-curricular Activities:

- List of clubs, societies, and extracurricular programs offered.
- Schedule of meetings, practices, and events for each activity.
- Opportunities for student leadership and involvement.

8. Special Programs and Initiatives:

- Description of special education programs and support services.
- Enrichment programs for gifted and talented students.
- Inclusion initiatives for students with diverse learning needs.

#### 9. Parent and Community Engagement:

- Calendar of parent-teacher meetings and school events.
- Opportunities for parental involvement in school activities and decision-making.
- Outreach programs to engage with the local community.

#### 10. Resources and Facilities:

- Inventory of educational resources, including textbooks, technology, and teaching aids.
- Maintenance schedule for school facilities, equipment, and infrastructure.
- Budget allocation for the procurement of new resources and upgrades.

#### 11. Student Support Services:

- Description of counseling services, academic support, and student wellness programs.
- Policies and procedures for addressing student needs and concerns.
- Referral process for accessing external support services.

#### 12. Safety and Emergency Preparedness:

- Guidelines for maintaining a safe and secure learning environment.
- Emergency procedures for various situations, including lockdowns and evacuations.
- Training for staff and students on safety protocols and first aid.

#### 13. Sustainability and Environmental Education:

- Initiatives to promote sustainability and environmental stewardship.
- Curriculum integration of environmental education and outdoor learning experiences.
- Recycling programs, energy conservation efforts, and green initiatives.

#### 14. Evaluation and Review:

- Mechanisms for monitoring the implementation of the academic planner.
- Evaluation criteria and feedback mechanisms for stakeholders.
- Annual review process to assess the effectiveness of the planner and make improvements.

This academic planner serves as a comprehensive guide for all stakeholders involved in the educational process, ensuring clarity, organization, and alignment with the school's goals and objectives.