**MUENSELLING INSTITUTE**

**KHALING: TRASHIGANG**

# BHUTAN

**ACADEMIC CALENDAR FOR MIK 2021**

|  |  |  |
| --- | --- | --- |
| Date/Month | **Activities** | **Responsible Person** |
|  | **FEBRUARY 2021** |  |
| 01/02/2021 | * Reporting of teaching staff
* Reporting winter work and attendance details of the supporting staff
* Yearly calendar
 | All teaching staffAll staff |
| 02/02/2021 | * Job delegation
* Subject distribution (Revisit)
* Reporting of class IV-VI students
* Compilation of transition form
 | All staff Teaching staffWarden and MatronPrincipal and SEN team |
| 03/02/2021 | * Classroom arrangement
* Yearly/block planning for all subjects
* Issue textbooks and stationaries
* Transition of integrated students
* Covid-19 protocol briefing to the students (Class IV-VI)
 | All StaffTeaching staffTeaching staffPrincipal and SEN teamStudents  |
| 04/02/2021 | * Discussion about new admission
* Time table
* Ink-printing distribution
 | Admission committeeWhole schoolAll staff |
| 05/02/2021 | * General staff meeting
* Distribution of Textbooks/Stationaries
 | All staffStudents |
| 08/02/2021 | * **Block I starts (08/02-19/03/2021)**
 | All teachers |
| 12-13/02/2021 | * LOSAR
 | All |
| 14/02/2020 | * Reporting of class PP-III students
 | Warden and Matron |
| 15-20/02/2021 | * IWP Evaluation
* PIT filling and submission
 | Vice PrincipalAdministration |
| 15/02/2021 | * Captain selection
* Covid-19 protocol briefing to the students (Class PP-III)
* Quarter I starts (PP-III)
 | StudentsStudentsStudents  |
| 21-23/02/2021 | * HM’s Birthday celebration
 | All staff & students |
| 23/02/2021 | * Institute Foundation Day
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|  | **MARCH 2021** |  |
| 16/03/2021 | * Annual school rimdro
 | Whole school |
| 19/02/2021 | * Block I Ends
 |  |
| 22/03/2021 | * **Block II starts (22/03-30/04/2021)**

**Weekly test 1st round starts*** World water day
* Water tank cleaning
 | All teachersToDIn charge & supporting staff |
| 27/03/2021 | * Special Education meeting
 | SEN members JSCS Campus A and B.  |
| 31/03/2021 | * Monthly review meeting
* Submission of Promotion forms
 | All staffStaff concerned |
|  | **APRIL 2021** |  |
| 02/04/2021 | * World Autism Awareness Day
 | ToD |
| 20/04/2021 | * Mock drill
 | Disaster committee and all staff |
| 22/04/2021 | * Zhabdrung Kuchoe
 |  |
| 23/04/2021 | * Quarter I ends (PP-III)
 |  |
| 26/04/2021 | * Quarter II starts (PP-III)
 | Students  |
| 30/04/2021 | * Block II Ends
* Monthly review meeting
 | All staff |
|  |  **MAY 2021** |  |
| 02/05/2021 | * Teacher’s Day and Birth Anniversary of Third King
 |  |
| 03/05/2021 | * **Block III starts (03/05-11/06/2021)**
 | All teachers |
| 26/05/2021 | * Lord Buddha’s Parinirvana
 |  |
| 31/05/2021 | * World No Tobacco Day
* Monthly review meeting
 | ToDAll staff |
|  |  **JUNE 2021** |  |
| 02/06/2021 | * Social Forestry Day
 | All staff |
| 11/06/2021 | * Block III ends
 | All staff |
| 14-18/06/2021 | * Revision
* Drafting of questions for midterm
* Submission of question papers to Examination committee
* Printing and embossing question papers
 | All teaching staffExam Committee |
| 20/06/2020 | * Birth Anniversary of Guru Rinpoche
 |  |
| 21-30/06/2017 | * Mid Term Examinations
 | All teaching staff & students |
| 30/06/2021 | * Quarter II ends
 |  |
|  |  **JULY 2021** |  |
| 01-31/07/2021 | * Summer vacation
 |  |
| 14/07/2021 | * First Sermon of Lord Buddha
 |  |
|  | **AUGUST 2021** |  |
| 01/08/2021 | * Reporting of students
 | Students |
| 02/08/2021 | * **Block IV starts (02/08-10/09/2021)**
* Quarter III starts (PP-III)
 | All teachersStudents  |
| 02-05/08/2021 | * Submission of marks
 | Subject teachers |
| 06/08/2021 | * Mid-term result declaration
* Briefing the students
 | Exam committeeAll staff |
| 21/08/2021 | * Special Education meeting
 | Special Education Committee  |
|  | **SEPTEMBER 2021** |  |
| 10/09/2021 | * Block IV ends
 |  |
| 13/09/2021 | * **Block V starts (13/09-12/11/2021)**
 | All teachers |
| 07/09/2021 |  |  |
| 08/09/2021 | * World literacy day
 |  |
| 21/09/2021 | * Mock drill
 | All the staff and students |
| 23/09/2021 | * Blessed Rainy Day
 | Mess committee |
| 24/09/2021 | * Quarter III ends (PP-III)
 |  |
| 27/09/2021 | * Quarter IV starts (PP-III)
 | All teachers |
| 30/09/2021 | * Monthly review meeting
 | All staff |
|  | **OCTOBER 2021** |  |
| 01/10/2021 | * Submission of promotion forms
* Submission of transfer Application
 | staff concernedstaff concerned |
| 07/10/2021 | * World Sight Day
 |  |
| 08/10/2021 | * Block V ends
 |  |
| 11/10/2021 | **Block VI starts (11/10-12/11/2021)** | All teachers |
| 15/10/2021 | * International White Cane Safety Day
* Global Hand Washing Day
* Dassain
 | Health In charge & ToD |
| 27/10/2021 | * Descending Day of Lord Buddha
 |  |
| 29/10/2021 | * Monthly Review Meeting
 | All staff |
|  | **NOVEMBER 2021** |  |
| 01/11/2021 | * Coronation Day celebration
 |  |
| 11/11/2021 | * Fourth king’s birthday cum Constitution & GNH day
 | All staff and students |
| 12/11/2021 | * Block VI ends
 |  |
| 15/11/2021 | * Drafting of question papers for the Annual Examinations
 | All teaching staff |
| 19/11/2021 | * Submission of questions for Final exam
 | All the teaching staff |
| 22-30/11/2021 | * Annual Examinations (tentative)
 | All the teaching staff |
| 30/11/2021 | * Monthly Review Meeting
 | All staff |
|  | **DECEMBER 2021** |  |
| 01/12/2021 | * World AIDS day
 |  |
| 01-02/12/2021 | * Submission of marks and compilation
 | Exam committee and teaching staff |
| 03/12/2021 | * Promotion Meeting
* Submission of students’ Progress Report to Principal/Exam Committee
* World Disabled Day
 | All staff & studentsExamination Committee & all staff |
| 06/12/2021 | * Submission of Raw marks to the DES
 | Adm. |
| 13/12/2021 | * Discussion on delegation of responsibilities for Class IV staff during winter break 2021-2022
 | All staff |
| 17/12/2021 | * Celebration of National Day
 | All staff |
| 18/12/2021 | * All the staff returns their materials & keys issued to the institute.
* Discussions for session 2022
 | All staff |

**NB:**

1. **Mobility Excursion will be organized four times a year. (Twice before mid-term and twice after mid-term)**
2. **Biannual health reviews will be organized in April and November.**

**(Tashi K) (Dorji Wangdrup)**

 **Vice Principal Principal**