**MUENSELLING INSTITUTE**

**KHALING: TRASHIGANG**

# BHUTAN

**ACADEMIC CALENDAR FOR MIK 2021**

|  |  |  |
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| 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 staff  All staff |
| 02/02/2021 | * Job delegation * Subject distribution (Revisit) * Reporting of class IV-VI students * Compilation of transition form | All staff  Teaching staff  Warden and Matron  Principal 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 Staff  Teaching staff  Teaching staff  Principal and SEN team  Students |
| 04/02/2021 | * Discussion about new admission * Time table * Ink-printing distribution | Admission committee  Whole school  All staff |
| 05/02/2021 | * General staff meeting * Distribution of Textbooks/Stationaries | All staff  Students |
| 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 Principal  Administration |
| 15/02/2021 | * Captain selection * Covid-19 protocol briefing to the students (Class PP-III) * Quarter I starts (PP-III) | Students  Students  Students |
| 21-23/02/2021 | * HM’s Birthday celebration | All staff & students |
| 23/02/2021 | * Institute Foundation Day | -do- |
|  | **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 teachers  ToD  In 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 staff  Staff 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 | ToD  All 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 staff  Exam 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 teachers  Students |
| 02-05/08/2021 | * Submission of marks | Subject teachers |
| 06/08/2021 | * Mid-term result declaration * Briefing the students | Exam committee  All 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 concerned  staff 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 & students  Examination 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**