

**MUENSELLI NGI NSTI TUTE
KHALI NG TRASH GANG
BHUTAN**

ACADEM C CALENDAR FOR M K 2017

Date/ Month	Activities	Responsible Person
FEBRUARY 2017		
01/02/2017	<ul style="list-style-type: none"> • Reporting of teaching staff • Reporting winter work and attendance details of the supporting staff • Yearly calendar 	<ul style="list-style-type: none"> • All teaching staff • Karma Tenzin E • All staff
02/02/2017	<ul style="list-style-type: none"> • Subject distribution • Time table 	<ul style="list-style-type: none"> • All teachers • Ugyen Tshering and Kuenga Chhoe gyel
03/02/2017	<ul style="list-style-type: none"> • Job delegation • Yearly/Block planning for all subjects • Reporting of students 	<ul style="list-style-type: none"> • All staff • Teaching staff • All students
04/02/2017	<ul style="list-style-type: none"> • Preparation for Gyalsey's birthday 	<ul style="list-style-type: none"> • Whole school
05/02/2017	<ul style="list-style-type: none"> • Celebration of Gyalsey's birthday 	<ul style="list-style-type: none"> • Whole school
06-11/02/2017	<ul style="list-style-type: none"> • Value education week. • New admission • IWP setting 	<ul style="list-style-type: none"> • Whole school • Admission committee • All staff
11/02/2017	<ul style="list-style-type: none"> • Submission of yearly/block plan • House divisions and Appointing captains/house masters 	<ul style="list-style-type: none"> • All teachers • All students and staff
13/02/2017	<ul style="list-style-type: none"> • Block I starts 	<ul style="list-style-type: none"> • All teachers
18/02/2017	<ul style="list-style-type: none"> • General staff meeting 	<ul style="list-style-type: none"> • All staff
21-23/02/2017	<ul style="list-style-type: none"> • HM's Birthday celebration 	<ul style="list-style-type: none"> • All staff & students
23/02/2017	<ul style="list-style-type: none"> • Institute Foundation Day 	<ul style="list-style-type: none"> • -do-
25/02/2017	<ul style="list-style-type: none"> • IWP submission • General briefing to the students 	<ul style="list-style-type: none"> • All staff
27-28/02/2017	<ul style="list-style-type: none"> • Losar 	<ul style="list-style-type: none"> •
MARCH 2017		
04/03/2017	<ul style="list-style-type: none"> • Annual school motto 	<ul style="list-style-type: none"> • Whole school
06-10/03/2017	<ul style="list-style-type: none"> • Balance race practice and final competition 	<ul style="list-style-type: none"> • Game in charge & all staff
11/03/2017	<ul style="list-style-type: none"> • Special Education meeting 	<ul style="list-style-type: none"> • All teaching staff with JCS campus A&B
18/03/2017	<ul style="list-style-type: none"> • PD programme 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • Processing of promotion for staff • School Self Assessment (SSA) • Submission of EMS 	<ul style="list-style-type: none"> • Administration • All staff • Administration
22/03/2017	<ul style="list-style-type: none"> • World water day 	<ul style="list-style-type: none"> • ToD
25/03/2017	<ul style="list-style-type: none"> • General campus cleaning 	<ul style="list-style-type: none"> • Whole school
27/03/2017	<ul style="list-style-type: none"> • Block II starts • Remedial classes begin • Goal ball practice • Weekly test 1st round starts 	<ul style="list-style-type: none"> • All teachers • All teachers • Game in charge & all staff • Subject teachers
30/03/2017	<ul style="list-style-type: none"> • Submission of Promotion forms 	<ul style="list-style-type: none"> • Staffs concerned
APRIL 2017		
01/04/2017	<ul style="list-style-type: none"> • Goal ball final competition 	<ul style="list-style-type: none"> • Games in charge
03/04/2017	<ul style="list-style-type: none"> • Khuru practice 	<ul style="list-style-type: none"> • Game in charge & all staff
08/04/2017	<ul style="list-style-type: none"> • Khuru competition final 	<ul style="list-style-type: none"> • Game in charge & all staff
10-21/04/2017	<ul style="list-style-type: none"> • Futsal for low vision- learn and practice 	<ul style="list-style-type: none"> • Game in charge and LV students
20/04/2017	<ul style="list-style-type: none"> • Mock drill 	<ul style="list-style-type: none"> • Disaster committee and all staff
22/04/2017	<ul style="list-style-type: none"> • Water tank cleaning 	<ul style="list-style-type: none"> • All staff
24/04-04/05/2017	<ul style="list-style-type: none"> • Singing Competition Practice among the houses 	<ul style="list-style-type: none"> • Games in Charge & Houses
MAY 2017		
02/05/2017	<ul style="list-style-type: none"> • Teacher's Day and Brth Anniversary of Third King 	<ul style="list-style-type: none"> • All staff
05/05/2017	<ul style="list-style-type: none"> • Zhabdrung kuchoe 	<ul style="list-style-type: none"> • ToD
06/05/2017	<ul style="list-style-type: none"> • Final singing Competition among the houses 	<ul style="list-style-type: none"> • All staff & students
08/05/2017	<ul style="list-style-type: none"> • Block III starts 	<ul style="list-style-type: none"> • All teachers
13/05/2017	<ul style="list-style-type: none"> • General meeting 	<ul style="list-style-type: none"> • All staff
20/05/2017	<ul style="list-style-type: none"> • Extempore speech 	<ul style="list-style-type: none"> • Literary committee
27/05/2017	<ul style="list-style-type: none"> • Basic net h PD 	<ul style="list-style-type: none"> • Kelzang Dorji
31/05/2017	<ul style="list-style-type: none"> • World No Tobacco Day 	<ul style="list-style-type: none"> • ToD
JUNE 2017		
02/06/2017	<ul style="list-style-type: none"> • Social Forestry Day 	<ul style="list-style-type: none"> • All staff
03/06/2017	<ul style="list-style-type: none"> • Quiz Competition 	<ul style="list-style-type: none"> • Literary committee
09/06/2017	<ul style="list-style-type: none"> • Lord buddha's parinirvana 	<ul style="list-style-type: none"> • ToD
10/06/2017	<ul style="list-style-type: none"> • Block III Ends 	<ul style="list-style-type: none"> •
12-19/06/2017	<ul style="list-style-type: none"> • Revision 	<ul style="list-style-type: none"> • All the teaching

	<ul style="list-style-type: none"> • Drafting of questions for mid term 	<ul style="list-style-type: none"> • staff/student s
20/06/2017	<ul style="list-style-type: none"> • Submission of question papers • Examination committee 	<ul style="list-style-type: none"> • All teaching staff
21-24/06/2017	<ul style="list-style-type: none"> • Printing and embossing question papers 	<ul style="list-style-type: none"> • Exam Committee
26-30/06/2017	<ul style="list-style-type: none"> • Mid Term Examinations 	<ul style="list-style-type: none"> • All teaching staff & student s
JULY 2017		
01-30/07/2017	<ul style="list-style-type: none"> • Summer vacation 	
30/07/2017	<ul style="list-style-type: none"> • Reporting of teachers and student s 	<ul style="list-style-type: none"> • Teachers and student s
31/07/2017	<ul style="list-style-type: none"> • Block IV starts 	<ul style="list-style-type: none"> • All teachers
AUGUST 2017		
02/08/2017	<ul style="list-style-type: none"> • Submission of marks 	<ul style="list-style-type: none"> • Subject teachers
05/08/2017	<ul style="list-style-type: none"> • Mid-term result declaration • Briefing the student s 	<ul style="list-style-type: none"> • Exam committee • All staff
12/08/2017	<ul style="list-style-type: none"> • Half yearly activity review 	<ul style="list-style-type: none"> • All staff
19/08/2017	<ul style="list-style-type: none"> • Braille symposium 	<ul style="list-style-type: none"> • All teachers and staff
26/08/2017	<ul style="list-style-type: none"> • Special Education meeting 	<ul style="list-style-type: none"> • Special Education Committee
SEPTEMBER 2017		
02/09/2017	<ul style="list-style-type: none"> • English Essay Competition 	<ul style="list-style-type: none"> • Literary Committee
04/09/2017	<ul style="list-style-type: none"> • Block V starts • First round weekly test for second term begins 	<ul style="list-style-type: none"> • All teachers • Subject teachers
1/09/2017 - 07/09/2017	<ul style="list-style-type: none"> • Reading week 	<ul style="list-style-type: none"> • Literary Committee • All staff & student s
8/09/2017	<ul style="list-style-type: none"> • World literacy day cum Reading Final reading competition • English (morning) • Dzongkha (afternoon) 	<ul style="list-style-type: none"> • Literary Committee
09/09/2017	<ul style="list-style-type: none"> • Dzongkha Essay Competition 	<ul style="list-style-type: none"> • -do-
11/09/2017-28/09/2017	<ul style="list-style-type: none"> • Practice for annual sports day 	<ul style="list-style-type: none"> • All staff & student s
21/09/2017	<ul style="list-style-type: none"> • Mock drill 	<ul style="list-style-type: none"> • All the staff and student s
23/09/2017	<ul style="list-style-type: none"> • Blessed Rainy Day 	<ul style="list-style-type: none"> •
24-28/09/2017	<ul style="list-style-type: none"> • Preparation of ground and rehearsal 	<ul style="list-style-type: none"> • Games in Charge & Houses
29/09/2017	<ul style="list-style-type: none"> • Sports day final. 	<ul style="list-style-type: none"> • Games in Charge & Houses

30/09/2017	<ul style="list-style-type: none"> • Dassa n 	<ul style="list-style-type: none"> • ToD
	OCTOBER 2017	
02/10/2017	<ul style="list-style-type: none"> • Submissi on of promotion for n s • Submissi on of transfer Appli cati on 	<ul style="list-style-type: none"> • staff concer ned • staff concer ned
09/10/2017	Block V starts	<ul style="list-style-type: none"> • All teachers
12/10/2017	<ul style="list-style-type: none"> • World S ight Day (wri ting contest) 	<ul style="list-style-type: none"> • Literary committ ee
15/10/2017	<ul style="list-style-type: none"> • Internati onal White Cane Day 	<ul style="list-style-type: none"> • All staff & student s
21/10/2017	<ul style="list-style-type: none"> • Annual R cri c 	<ul style="list-style-type: none"> • All staff & student s
28/10/2017	<ul style="list-style-type: none"> • General staff meeti ng 	<ul style="list-style-type: none"> • All staff
29/10-31/10/2017	<ul style="list-style-type: none"> • Khai ng t shechu 	<ul style="list-style-type: none"> • All staff and student s
	NOVEMBER 2017	
01/11/2017	<ul style="list-style-type: none"> • Coronati on Day cel ebrati on 	<ul style="list-style-type: none"> • All staff & student s
10/11/2017	<ul style="list-style-type: none"> • Descend ng day of l ord buddha 	<ul style="list-style-type: none"> • ToD
11/11/2017	<ul style="list-style-type: none"> • Fourt h ki ng s birt hday cum chil dren s day 	<ul style="list-style-type: none"> • All staff and student s
13/11/2017	<ul style="list-style-type: none"> • Block V Ends • Revi si on start s • Drafti ng of questi on paper s for the Annual Exa mi nati on s 	<ul style="list-style-type: none"> • All staff & student s
17/11/2017	<ul style="list-style-type: none"> • Submissi on of questi on s for Fi nal exam 	<ul style="list-style-type: none"> • All the teachi ng staff •
20-24/11/2017	<ul style="list-style-type: none"> • Annual Exa mi nati on s (tent ati ve) 	<ul style="list-style-type: none"> • All the teachi ng staff
28/11/2017	<ul style="list-style-type: none"> • Submissi on of marks and compil ati on • Agenda for parent s meeti ng & I DPWD 	<ul style="list-style-type: none"> • Exam committ ee and teachi ng staff • Admi ni strati on and all staff
	DECEMBER 2017	<ul style="list-style-type: none"> •
01/12/2017	<ul style="list-style-type: none"> • World A I DS day 	<ul style="list-style-type: none"> • ToD s comment
1-2/12/2017	<ul style="list-style-type: none"> • Pri nti ng of certifi cat es • Purchase of prizes • Promoti on Meeti ng • Submissi on of student s' Progress Report to Pri nci pal/ Exam Committ ee 	<ul style="list-style-type: none"> • All staff & student s • Exa mi nati on Committ ee & all staff
03/12/2017	<ul style="list-style-type: none"> • World D sabl ed Day • Parent s' meeti ng • Farewell Dinner • Announcem ent of Result – Award ng of certifi cat es to deservi ng student s of the year. 	<ul style="list-style-type: none"> • All staff, student s & parent s. • -do- • Mess i n charge • All d ass teachers • Admi ni strati on

	<ul style="list-style-type: none"> • Announcement of the re-opening day of the new session 2018. • Release of Yearly Periodicals 	
05 - 15/ 12/ 2017	<ul style="list-style-type: none"> • Final review WP for 2017 @3 staff per day. 	<ul style="list-style-type: none"> • Administration & concerned staff
16/ 12/ 2017	<ul style="list-style-type: none"> • Discussion on delegation of responsibilities for Class IV staff during winter break 2017- 18 • Discussion for budget proposal of fiscal year 2018- 19. 	<ul style="list-style-type: none"> • All staff
17/ 12/ 2017	<ul style="list-style-type: none"> • Celebration of National Day 	<ul style="list-style-type: none"> • All the staff
18/ 12/ 2017	<ul style="list-style-type: none"> • All the staff returns their materials & keys issued to the institute • Discussions for session 2018 • Submission of second QPR (July – Dec) 	<ul style="list-style-type: none"> • All staff • All staff

NB:

1. Sunday walk will be organized on last Sunday of every month excluding June, July and August.
2. Bi annual health reviews will be organized in April and November.

(Tashi K)
Vice Principal

(Dorji Wangdrup)
Principal