

Elementary Education

EED-11013/1/2022-O/o DEE-DIRECTORATE OF ELEMENTARY EDUCATION
DIRECTORATE OF ELEMENTARY EDUCATION
GOVERNMENT OF ARUNACHAL PRADESH

I/128500/2023

ITANAGAR.

No. EED-11013/1/2022
To

Dated Itanagar, the 21st March'2023.

The Deputy Director of School Education
Tawang/ Bomdila/Seppa/Aalo/Pasighat/Yingkiong/Koloriang/Tezu/Anjaw/
Daporijo/ Ziro/ Roing/ Khonsa/Changlang/Longding/Anini/Yupia/Namsai/
Capital-Complex/ Pangin/ Jamin(Palín)/Likabali/Kamle(Raga) Pakke-Kessang/ Shi -
Yomi/ Lepa-Rada.

Sub: - **Calendar of Activities for the academic session 2023-24.**
Sir/Madam,

A copy of Calendar Activities for Classes I-VIII under the Department of Elementary Education is enclosed herewith for information and compliance.

Therefore, you are directed to make it wide circulation to all the BEOs of Block, Head Teachers of GUPS and GPS under your jurisdiction. The same copy may be acknowledged to all the Dy. Commissioner/ADC/SDO/EAC and Circle Officer of the district for effective monitoring and supervision in accordance with the Calendar of Activities framed by the department for all Elementary Schools including Aided/Un-Aided Recognized Pvt. Schools.

Yours faithfully,

Signed by Otem Tayeng
Date: 27-03-2023 10:40:32

(Otem Tayeng)
Director of Elementary Education
Govt. of Arunachal Pradesh
Itanagar.

Memo No. EED-11013/1/2022

Dated Itanagar, the March'2023.

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. The SPD/Dy.SPD, ISSE, GoAP for information and necessary please.
7. Office/spare copy.

Director of Elementary Education
Govt. of Arunachal Pradesh
Itanagar.

**DIRECTORATE OF ELEMENTARY EDUCATION
GOVERNMENT OF ARUNACHAL PRADESH
ITANAGAR.**

No. EED-11013/1/2022

Dated Itanagar, the 21st March'2023.

**TENTATIVE CALENDAR OF ACTIVITIES FOR ALL GOVT.PRI MARY/U PPER
SCHOOLS/GOVT.AIDED/UN-AIDED RECOGNIZED PRIVATE SCHOOLS UNDER
DIRECTORATE OF ELEMENTARY EDUCATION, GOVT. OF ARUNACHAL
PRADESH FOR ACADEMIC SESSION: 2023-24 .**

❖ **ADMISSION PERIOD FOR NEW ACADEMIC SESSION: 1st April 2023 to 16th April' 2024**(It is mandatory to complete whole admission process within given period except transfer case).

A. TERMS :

- | | |
|-----------------------|---|
| 1. FIRST TERM | : 1 st April to 30 th Sept'2023. |
| Vacation Period | : 17 th April to 31 st May'2023. |
| 2. SECOND TERM | : 1 st October' 2023 to 31 st March'2024. |

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 29 th April 2023 through proper channel only & none to be entertained thereafter for upcoming Academic session.	Orders to be issued last week of May' 2023 itself.
(ii)	Departmental Promotion Committee (DPC) for all categories 1 st DPC 2 nd DPC	last week of July 2023 last week of Jan 2024

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C. Academic Activities:

1. First Term

I. General:-

(i)	Re-opening of School	1st April '2023 (Saturday).
(ii)	Admission for classes I to VIII	1st April 2023 to 14th April' 2023 (It is mandatory to complete whole admission process within given period except transfer case).
(iii)	Textbook Distribution to students in the schools	1st April 2023 to 14th April' 2023 (Textbook distribution to the students should done simultaneously with the admission process).

II. Scholastics: - Marks of the best two Periodic Tests to be taken into consideration for Internal Assessment in Board Exams i.e., APSBE 2023-24

(i)	Commencement of Academic Classes	1 st June'2023(Thursday).
(ii)	First Periodic Test for Classes I-VIII	2 nd July-13 th July'2023.
(iii)	Second Periodic Test for Classes I-VIII	2 nd Aug-11 th Aug'2023.
(iv)	Half Yearly Examination for Classes I-VIII	20 th Sept-30 th Sept'2023

- **Responsibility of Head of School concerned to ensure that entire syllabus is completed well in time during the Academic session 2023-24.**

III. Other Scholastic Activities :

(i)	Dronacharya Gurukul Yojana Talent Hunt Exam (Class VI & IX)	3 rd week of Aug 2023
(ii)	Sainik School Entrance Exam process for 2023-24 for SS East Siang and Pungalwa.	With effect from Oct'2023. (As per notification of Sainik School Society, MoD, New Delhi
(iii)	Rashtriya Indian Military College (RIMC) Entrance Exam	As per notification of RIMC Authority, Dehradun)
	a) Admission Period (Twice in a Year)	a) In the month of June/July 2023 b) Dec 2023 & Jan' 2024 (Tentatively)
	b) Last Date of Acceptance of Application form	a) 21 st June 2023 for appearing the exam of 2023. b) Date will be notified by RIMC authority for appearing the exam in the month of Dec 2023.
	c) Viva Voce	September 2023 & April 2024 (to be fixed by RIMC Authority, Dehradun)
(iv)	Arunachal Pradesh Teacher Eligibility Test (APTET) - 2022	Dec' 2023 (Tentatively)

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(v)	State Merit Exam 2023 for Class VIII Pass students	During the month of Nov' 2023.
(vi)	State Level National Means cum Merit Scholarship Examination / National Talent Search Exam 2023.	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	30 th Nov-14 th Dec'2023.
(ii)	Fourth Test	18 th Jan-27 th Jan'2024.
(iii)	Arunachal Pradesh State Board Examination 2023-24 for CI-V & VIII	2 nd week of February 2024.
(iv)	Annual Examination for Classes I, II, III, IV, VI and VII for session-2023-24	
iv(a)	(For schools without CBSE Centre)	6 th Mar'2024 to 15 th March'2024.
iv(b)	(For schools with CBSE Centre)	During the gaps of CBSE Exams to be completed by 20 th March'2024.
(v)	Evaluation to be completed	21 st -30 th March' 2024.
(vi)	Declaration of the Result (uniformly for all classes I-VIII throughout the State)	30 th March'2024.
(vii)	Admission for next academic session 2024-25 begins and textbook distribution to the students.	1 st April-16 th April'2024.
(viii)	Summer Vacation starts for Academic session 2024-25	17th April-31st May' 2024 (During Vacation, teachers must assign homework, handouts, project work etc to the students).
(ix)	Reopening of School and Starting of new academic classes for next year 2024-25	1 st June 2024.

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.

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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.

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-2022	SHQ/DHQ	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

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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
p)	District Level Cub Bulbul Utsav	DHQ	To be notified by SGHQ	05	DHQ	300
q)	Rajya Puraskar Award ceremony 2022	SHQs/ Raj Bhawan	Do	05	SHQ	100
r)	State Level CM Shield Award Ceremony'2022	To be decided by Govt.	Do	05	SHQ	50

5. B. Ed Deputation:

(i)	Issuance of letter / message to all DDSE / Principal / Headmaster	2 nd to 11 th May every year
(ii)	Submission of all documents to Directorate	18 th May- 10 th June of every year
(iii)	Constitution of selection of Board	15 th June of every year
(iv)	Sitting of selection Board meeting	17 th June of every year
(v)	Declaration of selected teachers	24 th June & 26 th June of every year
(vi)	Deed of agreement at Directorate	28 th June-1 st July of every year
(vii)	Submission of documents to RGU Doimukh on or before	7 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 2023.
(ii)	Constitution of District Selection Board	8 th -15 th July'2023.

(iii)	Submission of all documents/ACR/Vigilance clearance certificates from district to this Directorate	17 th -26 th July 2023.
(iv)	Formation of Selection Board	2 nd -5 th August 2023.
(v)	Scrutiny of documents of selection of Teachers for Award	7 th -9 th August 2023.
(vi)	Issuance of list of selected teacher to all DDSE	11 th -14 th August 2023.
(vii)	Celebration of State Teacher Award	5 th September 2023.

7. National Teacher Award:

(i)	Opening of web portal for inviting online applications	1 st June-19 th June'2023. (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'2023. (12:00 midnight)
(iii)	State Selection Committee shortlist to be forwarded through online portal to independent National Jury.	17 th July -31 st July'2023. (12:00 midnight)
(iv)	Independent National Jury Constitution with the approval of Hon'ble Shiksha Mantri (Parallel activity)	20 th July-25 th July 2023.
(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 2021 & 2022 depending on covid-19 situation) (maximum 154 candidates as per extent guidelines)	2 nd August' 2023.
(vi)	The selection process by Jury	5 th -17 th August'2023.
(vii)	Finalization of names by independent National Jury	17 th August 2023.
(viii)	Intimation to selected candidates after approval of Hon'ble Shiksha Mantri	18 th August'2023.
(ix)	Rehearsal and Award function	4 th & 5 th Sept'2023.

8. Chief Minister Flagship Programme:

(i)	VIDYA Scheme (Class VI) and Girls students Hygiene Scheme (Class-VI to XII)		
	a)	Circulation of message to all DDSE of the District	10 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	22 nd July -26 th July of every year
	d)	Submission to Finance Department	31 st July of every year
(ii)	Best School Award		15 th August' 2023
(iii)	Best Performing School Award of the State		15 th August' 2023

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

(i)	Circulation of message to all DDSE of the district	3 rd 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.	International Day against Drug Abuse & Illicit Trafficking	26th June, Every Year	Mass Participation of all. Schools need to organise 3 days of socio-cultural/sports activities and moral education from 24-26th June
viii.	World Population Day	11 th July Every Year.	Read out the importance of World Population Day by S/S Teacher in Classroom.
ix.	Independence Day	15 th August Every Year	Mass participation by all.
X	Teacher's Day	5 th September Every Year	Participation of all with Cultural presentation from Class-VI to VIII Students.
XI	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.

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xii.	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.
xiii.	World Food Day	16 th October Every Year	Read out the importance of World Food Day by Science Teacher in Classroom
xiv	United Nations Day	24 th October Every Year	Read out the importance of United Nations Day by S/S Teacher in Classroom
xv.	National Unity Day	31 st October Every Year	Read out the importance of National Unity Day by S/S Teacher in Classroom
xvi.	Children Day	14 th November Every Year	Participation by all Cultural Presentation, Gardening etc.
xvii.	International Day of Persons with Disabilities	3 rd December Every Year	Encouragement of Students with Disabilities in every field by Teachers.
xviii.	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	2 (Two) Minute Speech on awareness on Prevention of Drug abuse.
ii.	Tuesday	Reading out of Constitution of India by Teacher to be followed by all students.
iii.	Wednesday & Thursday	Reading out of pledge on "Fit India Movement".
iv.	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. School Champion week for once/twice in the given academic session 2023-24:-

i.	Literary Week	1 st Week of February 2024. Debate, Symposium, Conversation, Quizzes, Essay Writing, Painting Competition etc
ii.	Sport cum Cultural Week	4 th week of the Month of August'2023. Football, Club-Bulbul etc and cultural activities Singing & Dancing, folk competition etc.

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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.

(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.

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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 e-office **Note#19 Dated 21/03/2023 (Computer No E-53931).**

Sd/-Amjad Tak, IAS
Commissioner [Education]
Govt. of Arunachal Pradesh
Itanagar.

Memo No. EED-11013/1/2022

Dated Itanagar, the ___th March'2023.

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 PA/SPA to the Director (Elementary/Secondary) Govt. of Arunachal Pradesh for information.
4. 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.
5. Office/spare copy.

(Otem Tayeng)
Director of Elementary Education
Govt. of Arunachal Pradesh
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