

St. Martin's High School, Sri Sai colony, Chintal

Affiliation No: 3630124, School Code: 57651

Academic Plan For The Academic Year 2025-2026

Sl.No	Activity/Programme	Achievement Targets	Date(s)/Time	Monitoring/Evaluation
A	Curricular activities			
1	School Time-table	To prepare school time table, special time table for classes X & XII and monitor their implementation	March	Principal/ Coordinators
2	Analysis of Board & Internal Exam results	To analyse board results and internal exam results and to be shared with parents	March and May	CBSE / Exam Incharge and Principal
3	Preparation of Teaching materials, Checking of HW&CW of Children	Weekly correction of notebooks by teachers and monitoring by Coordinator and Academic incharge	Periodically	Subject teachers Coordinator, Academic Incharge and Principal
4	Remedial teaching	To prepare a plan for remedial teaching and implementation of the same as per schedule	Periodically from April to March	Subject teachers, Academic Incharge and Principal

5	Guidance to Bright children	Career counselling session for bright children, providing platform to participate in interschool, state level and national level competitions	June ,August, October, November January	Principal / Career Counselling committee /experts in the field
6	Supervision of:			
	i). Laboratory work (Science/ Maths)	to conduct lab work as per Manual	As per the timetable	Subject teachers
	ii) SUPW Programme	To conduct activities for students		Subject teachers
	iii) Library	Organize various library activities		Librarian
iv) Other work - CwSN	To address their needs (academic & personal)	As and when required	Special educators	
7	Examinations	Periodic Assesments, Term end exams	As per Schedule	Subject teachers and Examination Dept.
	Monthly tests for grade 10	April, July, September, October, November	As per Schedule	Subject teachers and Examination Dept.
	Pre boards for Gr. 10	December, January,	As per schedule	
8	Subject committee meetings	Regular meeting for academic excellence	3rd Saturday of every month	Subject teachers, AI, Principal
9	Other Programmes	Parent - Teacher meeting	3rd Saturday of every month	Subject teachers, AI, Principal
B	Co- Curricular Activities			

1	Investiture ceremony	Handing over of badges to student council as per the duty allotted	June	CCA incharges / Principal
2	Finalisation of CCA Schedule	Schedule of inter House CCA activities, competitions and celebrating important days	planning in March for the entire session	Schedule of inter House CCA activities and celebrating important days
3	House-wise competitions in:	Weekly CCA inter-house competitions as per CCA schedule	Every month 1st and 3rd Saturday	CCA incharge, House coordinators and their team
4	Primary Section:			
	i) Story	To motivate students to take part in story telling competition	July	CCA incharge and House coordinators
	ii) Poetry Recitation Hindi/English	To encourage students to recite with correct pronunciation	July	
	iii) Calligraphy	Open for all to develop writing skills	August	
	iv) Drawing	Open for all to develop free hand drawing	August	
	v) Music/ Dance	To develop singing skills along with rhythm, melody and To develop physical and aesthetic skills	September	

	vi) Any other - Cooking without fire , mask making and collage	To inculcate creativity in making salads,sandwiches ;mask & collage making through different competitions	November	
5	Secondary Section			
	i) Elocution	Conduct elocution events in Hindi & English to enhance speaking skills	April	CCA incharge and House Coordinators, Principal
	ii) Singing	solo and group singing (Devotional and patriotic)	July	
	iii) Dance	Group , solo and , classical / semi classical and folk dance	August	
	iv) Dramatics	Mono -acting , Role plays and skits	September	
	v) Quiz	Quiz (Financial Literacy) , Quiz (Current affairs) Debate / cartooning / Elocution (Vigilance Depts)	October	

6	Newsletter	Pubkishing Newsletter to showcasing the talents of students, staff,Monthly newsletter	Every Month	Publishing comittee
7	Games and Sports			
1	Primary section			
	i) Mass participation	To ensure mass participation activities in morning assembly, games provided by coaches, PET	For 5 mins , light physical exercise daily in assembly .Mass PT according to timetable.	All class teachers , PET , Coaches & Yoga
	ii) Physical efficiency tests	Yoga	Every day in assembly	All class teachers , PET , Coaches & Yoga
	iii) Athletics- Housewise competitions	To develop endurance and sportsmanship	November	PT masters, House coordinators
	iv)Versatile Panorama	To organize sport and cultural meet and award their performance	November	PT masters, House Coordinators, Cultural dept. Principal
2	Secondary school			
	i) Mass participation drive	To ensure mass participation activities in morning assembly& games	For 5 mins , light physical exercise daily in assembly	Class teachers, PT teachers, Yoga trainer
	ii) Physical Efficiency test	Yoga and mass drill	According to timetable	Yoga trainer
	iii) Housewise competitions:			

	a) Athletics	House wise competitions to ensure mass participation and selection of students for cluster/ Regional competitions	July	Sports masters
	b) Team games	House wise competitions to ensure mass participation and selection of students for cluster/ Regional competitions	October	Sports masters
	c) Interschool/ Cluster/ Regional	To prepare and send maximum participants for these meets.	As per schedule	Sports masters
	iii) Participation in other activities organised by other agencies	Kabaddi, Kungfu karate, Kho kho	As per schedule	Sports masters
8	Other activities			
1	Environmental awareness program	To celebrate days of environmental importance, to hold activities for students on these days	Vanamahotsav : July. Swchata Pakhvada: September	All coordinators, Principal

2	Youth Parliament	Motivate students from classes IX to XII for inculcation of parliament procedures and participation.	As per schedule	Social science dept. A/I, Principal
3	Value Education Programme	Celebration of Various events, Festivals, special occasions	As per schedule	Subject heads, Coordinators, Principal
4	school annual day	To celebrate annual day in a grand way shawcasing achievement of the school, and display of cultural events.	December	Cultural committee , all teachers, Coordinators, Principal
5	Scouts and guides Training and Camps	Conduct activities in the school,to organize camps as per instruction from dept.	As per schedule	Scouts and guide trainers
6	NCC training and Camps	Conduct activities in the school,to organize camps as per instruction.	As per schedule	NCC trainer
7	Health Checkup of students twice a year	To conduct two rounds of checkup ,follow up instructions to parents.	August and January	Doctor, Nurse and Class teachers

9	Miscellaneous			
1	Talk by experts	To conduct career guidance talk by experts	November	Counsellor and class teachers
2	Workshops	Orientation and guidance to teachers	As per schedule	Subject experts, Counsellor
3	School sanitation initiatives	To ensure proper cleaning by the house keeping agency	Daily check up	House keeping committee
10	Maintenance of school campus			
1	i) Campus	To give a new and impressive look to the campus	Daily check up	House keeping committee and Campus incharge
2	ii) Toilets	To ensure proper cleaning by the house keeping agency		House keeping committee and Campus incharge
3	iii) Classrooms, corridor, grounds	To ensure proper cleaning by the house keeping agency		House keeping committee and Campus incharge
4	Provision of drinking water	To provide clean drinking water for students and staff regularly. Maintenance of water coolers, filters		House keeping committee and Campus incharge

5	Upkeep of plants, pots and their maintainance	To monitor and instruct the gardener & service agency to ensure proper upkeep of flower pots		service agency and Campus incharge
6	Installation of Fire Extinguishers/Availability of sand and	Installed in Science lab, Computer Lab, Office all corridors.	Periodic check up	Service agency and Campus incharge
7	CCTV	installed in all classrooms, front office, corridors, auditorium, labs an all corners of the school	periodic check up	Service agency and Campus incharge