



دي بي اس - المدرسة الهندية الحديثة
DPS - MODERN INDIAN SCHOOL

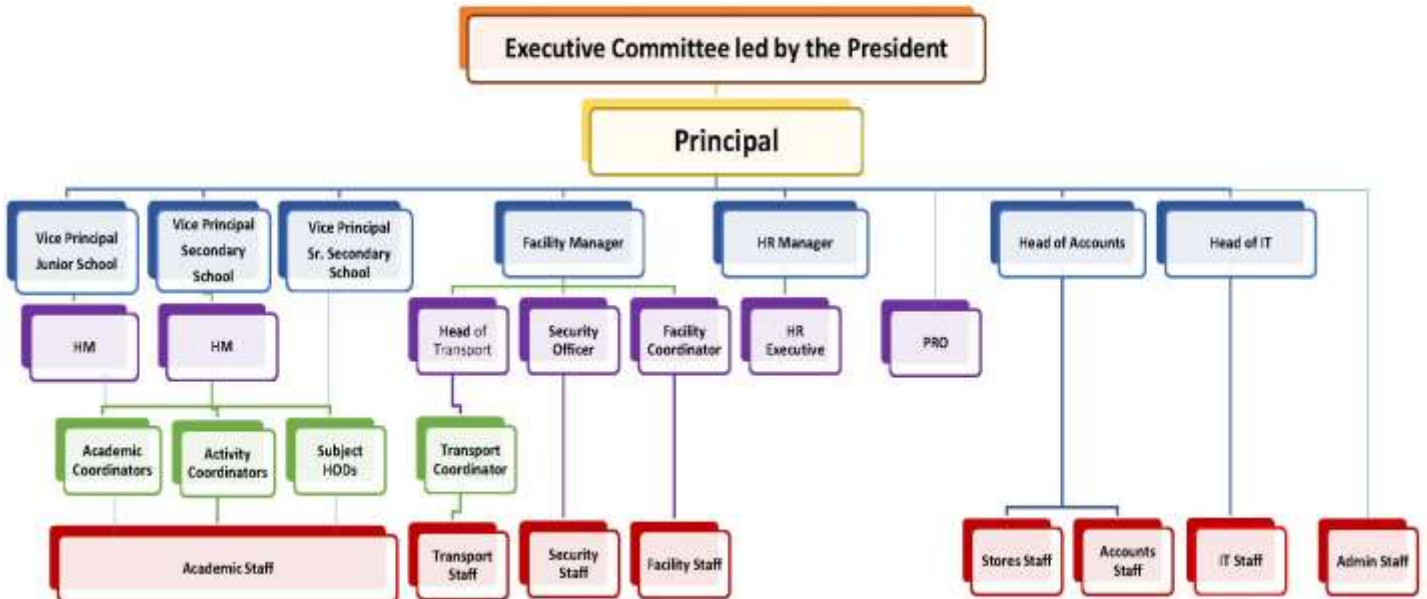
Doha-Qatar

Year Plan 2023 - 24





**DPS-Modern Indian School
ORGANIZATIONAL STRUCTURE**



Prepared by HR

Reviewed by Principal

Approved by President



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VISION AND MISSION

Vision

رؤية المدرسة

تهدف المدرسة الهندية الحديثة (دي بي إس) إلى التنمية الشاملة للطلبة من خلال غرس المبادئ والقيم التي تمكنهم من التفوق والتميز بالإضافة إلى المساهمة الإيجابية كمواطنين عالميين.

DPS-MIS aims at the holistic development of the students by inculcating values that enable them to excel and to be proactive and positively contributing global citizens.

Mission

رسالة المدرسة

رسالة المدرسة الهندية الحديثة (دي بي إس) هي تحفيز الطلبة على إدراك إمكاناتهم وتمكينهم على تحقيق التميز الأكاديمي مقدرين ما يحصلون عليه من البيت والمدرسة والمجتمع والدولة لكي يساهموا ويحققوا فرقا جماعيا في العالم.

The mission of DPS Modern Indian School is to motivate students to realize their potential and empower them to achieve academic excellence and make them appreciate what they have received from home, school, community and country, so that they contribute and grow, making the collective difference to the world they live in.

Objectives

الأهداف

- التميز الأكاديمي من خلال التعلیم المبني على القيم
- تعزيز التعلم المستقل
- تعزيز البيئة والحفاظ عليها
- صقل مهارات ما قبل المهنية
- خدمة للمجتمع

- Academic Excellence through Value Based Education
- To promote Independent Learning
- To promote and preserve Environment
- To hone Pre-Vocational Skills
- Service to Community



PRINCIPAL'S MESSAGE



“A clear vision, backed by definite plans, gives a tremendous feeling of confidence and GROWTH.”

At DPS- Modern Indian School, we believe that a well-planned curriculum, adhering to the mission and vision of the school, ensures that all students have access to quality education and can reach their fullest potential. Educational planning also allows us to identify the areas of improvements so that we equip ourselves with the best practices to provide students an exclusive learning environment, enhance their creativity and innovation, develop 21st century competencies and boost coordination,

In this technological era, we teach our children to be competent enough to stand tall amongst others with their extraordinary skills and come out victorious from the realms of this challenging labyrinth. Our children learn through exploration and experimentation with a plethora of extra - curricular activities, gain optimum exposure, and acquire confidence.

DPS-Modern Indian School year plan 2023-24 comprises a rich mélange of activities which stay in tune with our objectives and Qatar National Vision 2030 to attain a specific standard of proficiency and nurture responsible , empathetic and self-reliant leaders of tomorrow .

Let us work hand- in-hand to make a positive difference in the lives around ! My best wishes to all the team members for the academic year 2023-24.

Principal

Asna Nafees



APRIL 2023

April 2023

CLASS nursery/ PREPARATORY

Academics	Nursery/ Preparatory	Kindergarten Orientation programme
		Welcome board by the teachers
		Commencement of the New Session for kindergarten
		Staff meeting
		Google form for Islamic studies/Moral Science
		Sending of Health forms, pick up details form, healthy breakfast, personal details forms and welcome cards for Kindergarten
		Analysis of the previous year and action plan
		All Kindergarten policies to be updated
		Allotment of classes
		Distribution of time table, nominal rolls and attendance registers
		Allotment of Internal duties for the teachers
		Syllabus approval and uploading
		Uploading and writing monthly and daily lesson plan for English, Maths, EVS/General knowledge, circle time, rhymes, art and storytelling
		Uploading online Chronicle and Endeavour
		Preparation of worksheet for all subjects
		Morning Bus and Afternoon Bus , baby sitter , stay back list preparation and Issuing private pick up cards
		Bus classes to be allotted and bus attendance file to be prepared
		Issue of ID cards and almanacs
		Attendance register and Mark register to be prepared
		PTM and selection process for parent rep
		Diagonostic analysis to be done in the first week of school and action plan to be prepared
		Month end checking of registers, daily planners and books
		QNSA files to be prepared and Documentation to be initiated
Class room and Corridor decoration		
CPD Workshop		
IEP to be written for under concern children		
Activities	Nursery	Vidyarambh (Welcome Assembly)
		My First day activity
		World Health Day
		Qatar Family Day
		World Book Day
		Garangao
		Fun with Strokes activity
		Lets' save the Earth (Paper plate activity)
		Ramadan Donation Drive
		Eid card Colouring
	Welcome board theme-Earth day	
	Shooting into Prep (Welcome assembly)	



	Preparatory	My First Name plate
		World Health Day
		Qatar Family Day
		World Book Day
		Ramadan Donation Drive
		Garangao
		Earth Day Cleaning campaign
		Clay modelling (Earth)
		Eid card Colouring
Welcome board theme-Earth day		

CLASS I & II

Academics	Grade I & II	Orientation programme for Class I Parents
		Meet and Greet with parents - Class 2
		Preparation of Sibling List
		Preparation of bus list gate wise (Class 1)
		Uploading of the Class TimeTable, Second Language details and the Houses of the new students in the school portal.
		Uploading of Annual Syllabus/approval
		Preparation of list of teachers handling each section
		Preparation of Weekly Lesson Plan - uploading/approval
		Completion of the front page of Attendance Register
		Diagnostic analysis to be done in the first week of school and action plan to be prepared
		QNSA files to be made and Documentation to be initiated
		Cross checking of manual Attendance Register and Online Register
Month-end meeting with teachers		
Co-curricular & other Activities	Grade I & II	Welcome gift - Book marks for students
		Earth day activity - Colouring sheet

CLASS III TO V

Academic	Grade III - V	Commencement of the New Academic Session
		Induction program for the newly appointed teachers
		Training programme / workshop for all faculty/Departmental meeting
		Staff Meeting with Principal/HM/Coordinator
		Meet and Greet (class teachers' introduction with students and parents)
		Uploading Student Information Data Form , updating the change of student details in the website
		Collection of Language change data and conducting eligibility test by the respective language HOD's
		Diagnostic analysis to be done in the first week of school and action plan to be prepared



		Entrance examination for new admissions (if any).
		Uploading Annual Syllabus/approval
		Submission of Yearly syllabus and monthly distribution of syllabus
		Preparation and uploading of weekly plan/daily lesson plan for all subjects
		QNSA files to be made and documentation to be initiated
		Preparation of Attendance Registers with students details by all Class Teachers
		Cross checking of Attendance Register and online attendance by month end
		Uploading Weekly test- 1 Syllabus on the website.
		Preparing and distributing certificates for the Class discipline record.
		Selection of class monitors and distribution of monitor badges
		Planning for Art integrated project with HOD's
		Uploading of monthly assignments for all main subjects in the website
		Uploading of monthly academic activity report (subject wise) in website.
Co-curricular and other activities	Grade III - V	Club Activities - Monthly one Activity (Matheletes club, Artistic club, Rancho club, Theater Land club)
		WORLD HEALTH DAY- Healthy Lunch box
		CREATIVE WRITING
		WORLD EARTH DAY- Mini Book making
		Eid Al-Fitr- Lattern, Photo Frame and Wall hanging
		Labour Day- Roll Play
		Mother's Day- Jewelry Box Making
		Investiture Ceremony- Grade V
		Endangered Species Day- Essay writing
		Environment Day- Junk Art
		Father's Day-Card Holder making
		Rendezvous
		QNSA files to be made and documentation to be initiated
		Independence Day- Special Assembly
		Teachers Day- Card Making
		Hindi Diwas- Poem Recitation, Action Song, Story Telling Debate and Speech
		Gandhi Jayanthi- Poster making
		National Unity Day- National Integration Video
		National Education Day- GK Quiz Competition
		Children's Day- Documentary and Movie to be screened
Fitness India Week - Sports Rendezvous		
Constitution Day - Video to be displayed		
Annual Day - Cultural Event		
Qatar National Day - SPECIAL ASSEMBLY (III-V) Sand Activity		



		Republic Day - Special Assembly
		Qatar National Sports Day - Students will write about their favourite sports and any one sports person
		National Science Day - Fun with Science

CLASS VI TO XII

Academic	Grade VI - VIII	Commencement of New Academic Session.
		Training programme/ workshop for all faculty/Departmental meeting
		Induction program for the newly appointed teachers
		Staff Meeting with Principal/V.P/Coordinator
		Uploading Student Information Data Form , updating the change of student details in the website
		Collection of Language change data and conducting eligibility test by the respective language HOD's
		Diagnostic analysis to be done in the first week of school and action plan to be prepared
		Entrance examination for new admissions (if any).
		Uploading Annual Syllabus/approval
		Submission of Yearly syllabus and monthly distribution of syllabus
		Uploading Weekly test- 1 Syllabus on the website.
		Preparation and uploading of weekly lesson plan/ daily lesson plan for all subjects
		Planning and preparation of art integrated projects and activities by HOD's
		QNSA files to be made and documentation to be initiated
	Uploading of monthly assignments for all main subjects in the website	
	Placing of order for Scholar Badges, Blue Blazers, Blue Ties, Monitor and 100% Attendance and certificates	
	Preparing and distributing certificates for the Class discipline record.	
	Selection of class monitors and distribution of monitor badges	
	Preparation of Attendance Registers with students details by all Class Teachers	
	Cross checking of Attendance Register and online attendance by month end	
	Donation drive (VI-VIII)	
	Grade IX & X	Training programme / workshop for all faculties
		Staff Meeting With Principal / Introducing New Staff
		Uploading Annual Syllabus/approval
		Submission of Yearly syllabus and monthly distribution of syllabus
		Uploading Weekly test- 1 Syllabus on the website.
		Preparation and uploading of weekly lesson plan/ daily lesson plan for all subjects
		Planning and preparation of art integrated projects and activities by HOD's
Assigning Subject enrichment activities for Term 1		



		Donation Drive (Holy Month Ramdaan - IX & X)
		Workshop For All faculty member /Training program me
	Grade XI & XII	Staff Meeting with Principal / Introducing New Staff
		Staff Meeting With VP
		Commencement of New Academic Session for Class XI
		Updating student's Information XI-XII (to be done by parents)
		Attendance Register to Be Prepared by the Class Teachers
		Diagnostic Test for - Class XI
		Saturday Classes Start for Class XI-XII
		Commencement of Weekly Test Cycle for Class XII
		Orientation for the parents & students of Class XI-XII
		Identified SEN students - referring to the school counsellor
		Uploading of previous year's marks as per CBSE norms.
CBSE Compliance	Grade IX to XII	Collection of students promotion list for class XI and class XII
		Settlement of CBSE accounts regarding answer books and examination expenses.
		Commencement of class-wise morning assembly
Co-curricular & other Activities	Senior School	Verification of Scholar Badge list of classes VI,VII,VIII, IX & XI
		Selection Procedure For Prefectorial Body only Class XII (2023-24) commences (Online Interviews)
		Scholar Award Ceremony (VIII,IX & XI-22-23)
		Final List prepared for Prefectorial Body Class XII Positions only(2023-2024)
		Scholar Award Ceremony (V,VI & VII-22-23)
		Few activities of Cultural Rendezvous (VI-VIII)
		Environment Day Assembly (VI-VIII)
		Inter-Indian School Painting Competition
		CBSE Sports selection
		Training Students for Toastmasters Division Gavel Contest
		Shastrapratibha (Round 1) for Senior School conducted by Science India Forum
		ICBF Hajikka Memorial Essay Writing Competition for Middle and Senior School
		CBSE Chess Competition
		World Book Day & Earth Day-22 nd April (Club Activities by Environment Club)
		CBSE proposed activities for Adolescent- Seminar on Life Skills; Mental Health; Safety and well-being; Gender equality
		SUSPENSION OF OTHER CO-CURRICULAR ACTIVITIES DUE TO THE FASTING MONTH OF RAMADAN`

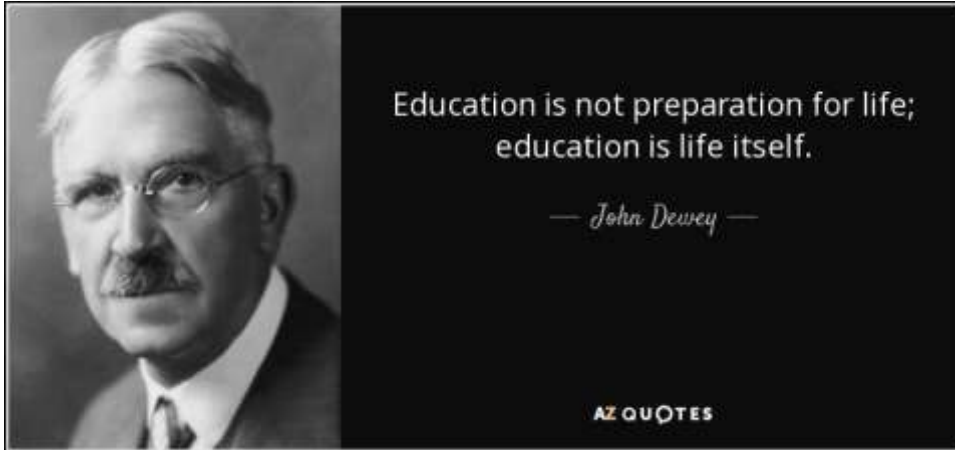


HEALTH AND PHYSICAL EDUCATION

Health and Physical Education	First Week	Height, Weight and BMI - Body Composition
	Second Week	Sit and Reach - Flexibility Test
	Third Week	Initiation of Record Work - Skill Practice
	Fourth Week	Theory of Games and Sports

ADMINISTRATION

Administrative	Books & Uniform Store	Sales of Books and Uniform for the current academic year
		Distribution of Books and Uniforms
		Preparation for the yearly audit
	Finance/Accounts	Fee generation for Term-I to be done and published online.
		To conduct internal audit for previous academic year prior to submission of books to external auditors.
		Preparing and Publishing timely monthly financial statement.





MAY 2023

May 2023

CLASS NURSERY/ PREPARATORY

Academics	Nursery/ Preparatory	Staff meeting
		Chronicle and Endeavour to be uploaded online
		1st PTM and Parent Rep election to be conducted
		Writing of comments before the PTM. Inviting nomination for Parent rep election and uploading the profiles of the Parent Rep candidates on the website.
		Feed- back Form , ballot box and election papers for PTM to be prepared
		Parent Rep election to be conducted and results to be declared on the website with the details of the elected Parent rep.
		Filling of parent's comments after the first PTM.
		Circular for monthly assessment
		Action plan for slow learners
		Uploading and writing monthly and daily lesson plan
		Checking notebooks by core group
		Month end checking of registers
		CPD Workshop
Documentation for QNSA		
Activities	Nursery	Appreciation Day
		Campus Safari
		Safety in the bus (Mock drill)
		Scissor skills activity
		My Super Mom
		Trip to Lulu Hypermarket
		World Laughter Day
		Mothers Day Assembly
		Mother's day Bulletin board
	Preparatory	Appreciation day
		Mother's day
		Jingle time
		World Laughter Day
		Show and Tell
		Trip around my Neighbourhood
		Mother's day Bulletin board

CLASS I & II

Academic	Grade I & II	Preparation of Academic related documents
		Identification of children with special needs in the new batch and coordinate with the special educator/ school counsellor to prepare the Action plan
		Action plan for slow learners
		Online Parent Teacher Meeting
		Special meetings for parents of slow learners
		Commencement of Weekly Test cycle - 1
		Uploading of assignments for all subjects
		Monthly assessment for all subjects



		QNSA files to be made and Documentation to be initiated
		Internal Teacher Training Programme
		Cross checking of manual Attendance Register and Online Register
		Class Discipline Record
		Month end meeting with teachers
Co-curricular & other Activities	Grade I & II	Table mat activity
		Appreciation Day Assembly
		Mother's Day Activity
		100 percent Attendance Ceremony (Nursery to Grade II)
		Club Activities - (Metheletes club, Artistic club, Rancho club, A to Z club)

CLASS III TO V

Academic	Grade III - V	1st PTM for classes III, IV, V
		Parent rep election
		Preparation of PTM report
		Identification of SEN children in all classes and follow up with the counsellor.
		Commencement of Weekly Test cycle 1 for all classes
		Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Preparing and distributing certificates for the Class discipline record.
		Cross checking of Attendance Register and online attendance by month end.
		Uploading of monthly assignments for all main subjects in the website
		Uploading of monthly academic activity report (subject wise) in website.
		Documentation for QNSA
Co-curricular and other activities	Grade III - V	INTERNATIONAL LABOUR DAY
		INVESTITURE CEREMONY
		EID-AL-FITRA
		ENDANGERED SPECIES DAY
		MOTHER'S DAY

CLASS VI TO XII

Academic	Grade VI - VIII	Class Assembly
		PTM for classes VI, VII, VIII
		Parent rep election
		Preparation of PTM report
		Commencement of Weekly Test cycle- I
		Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Assessment activity begins: Lab Activity, Project Work, Spelling Test, Seminar, Practical Work
		Uploading of Monthly assignments for all subjects
		Identifying SEN students and referring to the school counsellor.



		Preparing and distributing certificates for the Class discipline record.
		Cross checking of Attendance Register and online attendance by month end.
		Documentation for QNSA
		HOD Meeting With VP/Ac. Coordinator
	Grade IX & X	Uploading of Monthly assignments for all subjects
		Weekly Test -I Cycle Starts For Class IX and X (8 May to 5 June 2023)
		HOD Meeting With VP/Ac. Coordinator
		Collection of CBSE Registration Fees and Forms from Grade IX & X.
		Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Assessment activity begins: Lab Activity, Project Work, Spelling Test, Seminar, Practical Work
		Saturday class for classes X
		Class Bulletin Board preparation & issuing of certificate for the best class Bulletin Board Presentation for the month of April.
		Scholar Badge & All Rounder Award Ceremony - Class IX(2022-23)
		Qatar History Test for class IX - 8 June 2023
	Identifying SEN students and referring to the school counsellor.	
Grade XI & XII	PTM For Classes XI-XII & Parent Rep Selection	
	Saturday Classes continues For Class XI-XII	
	HOD Meeting With VP/Ac. Coordinator	
	Revision assignment for First Term Theory Exam Class XI-XII	
	First Term Theory Examination-Class XI-XII	
CBSE Compliance	Grade IX to XII	Uploading of Registration forms for Grade IX on school website.
		Grade X Result Declaration by CBSE & Compilation of the Results.
		Uploading of CBSE Registration form for Grade XI on the school website.
		Compilation of class XII Results of Board Examination.
Co-curricular and other activities	Senior School	Selections for Inter- House Competitions for classes VI - VIII
		Toyota Dream Car Art Contest
		Selection for Shastrapradarshan for Senior School conducted by Science India Forum
		Shastrapratibha (Round 2) conducted by Science India Forum
		Art Competitions conducted by Anti-Smoking Society
		CBSE Swimming Competition
		Selection Procedure For Prefectorial Body only Class XI (2023-24) commences
		Final List for Prefectorial Body Class XI 2023-24)
		Senior School Investiture Ceremony
		Few activities of Cultural Rendezvous (VI-VIII)
		Sports Rendezvous Indoor Games (VI-VIII)
		ENCUESTA-2023
CBSE proposed activities by Science Club		



		Senior School Cultural Rendezvous-2023 (Few activities)
		Senior School Sports Rendezvous-2023 (Few Activities)

HEALTH AND PHYSICAL EDUCATION

Health and Physical Education	First Week	Skill Practice
	Second Week	Flamingo Balance - Static Balance
	Third Week	Yoga - As per Syllabus
	Fourth Week	Yoga - As per Syllabus
	Fifth Week	Theory - Games and Sports

ADMINISTRATION

Administrative	Books & Uniform Store	Preparing books and store inventory count for the audit purpose
		Arrangement of stores after sales
		Store audit
	Finance/Accounts	Fee defaulters notice to be sent after cutoff date for Term - I.
		Preparation and Publishing of timely monthly financial statement.





JUNE 2023

JUNE 2023

CLASS NURSERY/ PREPARATORY

Academics	Nursery/ Preparatory	Staff meeting
		Monthly and daily lesson plan to be prepared
		Uploading online Chronicle and Endeavour
		Documentation for QNSA
		Height and weight for first term to be taken by the School Nurse.
		First term general comments to be written by teachers and given for corrections.
		Writing and submitting of mark registers and reports on students
		Collection and submission of all Report Cards, Mark and Attendance Registers to school office.
		Holiday homework discussion , preparation and uploading
		Meeting parents of under concern students
		Checking notebooks by core group
		Month end checking of registers
		All the books to be distributed for summer holidays
		CPD Workshop
		Annual day theme discussion and preparation
Entrance exam question paper for II term		
Activities	Nursery	World Environment Day Swachhata Abhiyan (Cleanliness drive)
		Magic with veggies (Vegetable Printing)
		Rhyme time
		Fathers Day
		Yoga Day
		Trip to Flower Nursery
		Healthy Eating Week
		Bon Voyage
		Our Sheikh : Qatar History Activity
		Environment day bulletin board
	Preparatory	Father's day activity
		World Environment Day Recycle bin activity
		Environment Day Assembly
		Show & Tell
		Fathers Day Fabric painting activity
		Yoga Day
		Bon voyage
		Visit to Hadiqa (Education City Micro Farm)
		Dental workshop
		Our Sheikh
Environment day bulletin board		

CLASS I & II

Academic	Grade I & II	Preparation of Academic related documents
		Uploading of Holiday Home Work



		Internal Teacher Training Programme
		Class Observation for term I
		Preparing of Case Study of students under concern
		Preparing of syllabus for Entrance Test - To be submitted to sent to Admissions Department.
		Cross checking of manual Attendance Register and Online Register
		Month end meeting with teachers
		QNSA files Documentation
		Internal Teacher Training Programme
		Class Discipline Record
Co-curricular & other Activities	Grade I & II	Environment Day Celebration - Each One Plant One
		Handwriting Competition
		Club Activities - (Matheletes club, Artistic club, Rancho club, A to Z club)

CLASS III TO V

Academic	Grade III - V	Staff meeting
		Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Completion of 1st Weekly Test cycle.
		Result analysis of Weekly Test 1 of classes III, IV and V
		Informing the parents of low achievers about their performance
		Completion of Syllabus for Half-Yearly examination for class V
		Preparation of class V half yearly Question paper.
		Preparation of 1st Term Remarks for class III & IV by the class teachers. Filling of assessment and subject grades by all subject teachers. Cross-checking of report cards by Class Reps
		Uploading portion for class V half yearly examination in website.
		Uploading of Revision Assignments for Half-Yearly Exam for Class V
		Class V computer practical examination for Term I
		Uploading of summer vacation assignment for classes III & IV
		Cross checking of Attendance Register and online attendance by month end.
		Collection of all Mark Registers from subject teachers before vacation
Academic Fiesta		
Documentation for QNSA		
Co-curricular and other activities	Grade III - V	ENVIRONMENT DAY
		WORLD FATHER'S DAY
		RENDEZVOUS

CLASS VI TO XII

		Class Assembly
		Preparation and uploading of weekly plan/daily lesson plan for all subjects



Academic	Grade VI - VIII	Completion of 1st Weekly Test cycle.
		Completion of syllabus for Half-Yearly for all classes
		Uploading portion for Half yearly examination in website.
		Uploading of Revision Assignments for Half-Yearly Exam
		Result analysis of weekly test -1 for all subjects
		Preparation of low achievers list based of weekly test-1 and informing the parents regarding their ward's performance
		Preparing and distributing certificates for the Class discipline record.
		Cross checking of Attendance Register and online attendance by month end.
		Collection of Weekly Test mark sheets from the subject teachers before vacation
		Academic Fiesta
		Documentation for QNSA
		Notebook checking
		Class observations for Term-I
	Grade IX & X	Completion of syllabus for Half-Yearly for all classes
		Uploading portion for Half yearly examination in website.
		Uploading of Revision Assignments for Half-Yearly Exam
		Result analysis of weekly test -1 for all subjects
		Preparation of low achievers list based of weekly test-1 and informing the parents regarding their ward's performance
		Preparing and distributing certificates for the Class discipline record.
		Notebook checking
		Class observations for Term-I
		Class Bulletin Board preparation & issuing of certificate for the best class Bulletin Board Presentataion for the month of May
		Preparing the list of low achievers For Class IX & X
		Remedial Classes for under performers
	Grade XI & XII	First Term Theory Examination-Class XI-XII
		Evaluation And Uploading Of First Term Marks - Class XI-XII
		Distribution of First Term Answer Paper - Class XI-XII
		First Term Result Analysis
		Preparing the list of low achievers For Class XI-XII
		Sending Message to the Parent of Low achievers
		Meeting and analysis on Class XII Board Result (2022-23)
		Summary of Class XII Board Result (2022-23)
	CBSE Compliance	Grade IX to XII
Class Teachers to collect back the registration form, verify the data and furnish the information on the Excel sheet.		
Collection of list of CWSN Grade X & XII		



		Environment Day Assembly (VI-VIII)
Co-curricular & other Activities	Senior School	Encuesta - Inter-School Quiz Competition conducted by DPS - Modern Indian School (VI-VIII)
		CBSE guided World Yoga Day Celebration activities
		CBSE guided World Environment Day-Environment club activity
		Middle School Cultural Rendezvous-2023

HEALTH AND PHYSICAL EDUCATION

Health and Physical Education	First Week	Skill Practice / Collection of Record and Checking
	Second Week	Plate Tapping - Coordination of Limb Movement

ADMINISTRATION

Administrative	Books & Uniform Store	Regular Sales on daily basis
		Audit report and analyses
		Winter uniform purchase order to be placed
	Finance/Accounts	Preparing and Publishing of timely monthly financial statement.





AUGUST/SEPTEMBER 2023

CLASS NURSERY/ PREPARATORY

Academics	Nursery/ Preparatory	Workshop/Enrichment programme for all teachers
		Staff meeting
		Corridor decoration
		Monthly and daily lesson plan to be prepared
		Uploading online Chronicle and Endeavour
		Uploading of Monthly worksheets for all subjects
		Preparation of chronicle/endeavor for October
		Documentation for QNSA
		Assessment for first term to be held and Report Cards to be sent to parents
		Entrance examination for new admission
		Collecting holiday homework and books
		Revision of all topics done in first term
		Checking notebooks by core group
		CPD workshop
		Term 1 Newsletter to be published
		Commencement of Annual day practices and committees to start working on costumes, music and props
Month end checking of registers		
Activities	Nursery	Back to School Activity Cotton bud printing- Aug
		Show & Tell (Transport) Sept
		Trip around the city Sept
		Yellow day with Lemonade making (Sept)
		World Gratitude Day (Sept)
		Friendship Day Aug
		Pajama Party Aug
		Grandparents Day Sept
		Outside board- Teachers day
	Preparatory	World Gratitude Day Sept
		Back to School Aug
		Friendship Day Aug
		Pajama Party Aug
		Visit to post office(Sept)
		Visit to Qatar National Library (Sept)
		Grandparents Day(Sept)
		DPS- Sa re ga ma (Sept)
		Outside board- Teachers day

CLASS I TO II

Academic	Grade I & II	Professional Development Training
		Preparation of Academic related documents
		Submission of report card related documents
		Publishing the Report cards in the school portal



		Moral Science/ Islamic studies half yearly examination
		Entrance examination for Term 2
		Action plan for slow learners
		Remedial class for under concern students (during school hours)
		Commencement of Weekly Test cycle - 2
		3rd Language Circular for grade II students
		Preparation of book list for next academic year
		Uploading of Assignments for all subjects
		Monthly Assessment for all subjects
		Follow up with the Counsellor/Special educator regarding children with special needs
		Class Discipline Record
		Internal Teacher Training Programme
		QNSA files Documentation
		Cross checking of manual Attendance Register and Online Register
		Month end meeting with teachers
Co-curricular & other Activities	Grade I & II	Teachers' Day Celebration - Special Event
		Celebrating Grandparents Day: Making of Cards (Message to Grandparents)
		Glitziesta - The Talent Show
		International Literacy Day Activity - Virtual Tour of Qatar National Library
		Planning and preparation of Annual Day
		Uploading of Annual Day consent forms and subsequent collection
		Club Activities - (Matheletes club, Artistic club, Rancho club, A to Z club)
CLASS III TO V		
Academics	Grade III - V	Teachers day celebration
		Entrance examination for new admissions(if any).
		Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Uploading weekly test-2 portion in the website for classes III and IV
		Remedial measures for low achievers of classes III & IV
		Revision and remedial classes for Half Yearly Examination of class V
		Commencement of Moral Science/ Islamiyat examination for classes III& IV
		Commencement of HALF-YEARLY EXAMINATION for class V (including Computer, 3 rd lang and Moral Science /Islamiyat)
		Half Yearly Exam Paper distribution for class V by end of September month
		Uploading of half yearly marks for class V in the school portal
		Filling of assessment and subject grades of 1st term for class V , by all subject teachers
		Follow up with the counsellor regarding SEN children
Uploading of Weekly test -2 portion for class III - V		



		Cross checking of Attendance Register and online attendance by month end.
		Preparing and distributing certificates for the Class discipline record.
		Publishing of 1st Term Report cards for classes III & IV
		Uploading of monthly assignments for all main subjects in the website
		Uploading of monthly academic activity report (subject wise) in website.
		Documentation for QNSA
Co-curricular and other activities	Grade III - V	Intra class Drawing/Colouring competition - Grades III-V
		Planning for Annual Day
		Talent Hunt (Grade I): Spell Bee Competition
		INDEPENDENCE DAY
		TEACHER'S DAY
		HINDI DIWAS

CLASS VI TO XII

Academics	Grade VI - VIII	Teachers' Day Celebration - Special Event
		Remedial for slow learners
		Entrance examination of new admissions (if any).
		Preparation and submission of Question Paper for Half-Yearly Exam
		Revision and remedial class for Half-Yearly Examination
		Commencement of HALF-YEARLY EXAMINATION for classes VI to VIII (including Computer, 3 rd lang and Moral Science /Islamiyat)
		Computer Practical examination for Term I
		Half Yearly Exam Paper distribution for class VI -VIII by end of September month
		Uploading of half yearly marks in the school portal
		Filling of assessment and subject grades of 1st term by all subject teachers
		Follow up with the counsellor regarding SEN children
		Preparing and distributing certificates for the Class discipline record.
		Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Uploading of Weekly test -2 portion in the website by month end
		Preparing and distributing certificates for the Class discipline record
		Cross checking of Attendance Register and online attendance by month end.
		Uploading of monthly assignments for all main subjects in the website
	Documentation for QNSA	
	Grade IX & X	Teachers' Day Celebration -Special Event
		Entrance examination of new admissions (if any).
Preparation and submission of Question Paper for Half-Yearly Exam		
Conducting Half Yearly Examination for class IX and X - in September 2023		
Evaluation of answer scripts, Uploading marks on School website and result analysis of the Examination		



		Workshop For All Teaching Staff : Enrichment Programme	
		Assigning Subject enrichment activities for Term II	
		Staff Meeting With V.P	
		Filling of assessment and subject grades of 1st term by all subject teachers	
	Grade XI & XII	Staff Meeting With VP	
		Workshop For All Teaching Staff: Enrichment Programme	
		Saturday Classes Start Again for Class XI-XII	
		Weekly Assignment Cycle Continues for Class XI-XII	
		Weekly Test Cycle continues For Class XI-XII	
		Remedial Classes resumes for class XI-XII	
		Teacher's Day - Special Event	
		CBSE team practice sessions	
	CBSE Compliance	Grade IX to XII	Various Club Activities (Online)/Offline
			CBSE Registraion -GradeIX & XI
Co-curricular & other Activities	Senior School	Teacher's Day Celebration 2023-24	
		CBSE Reading Challenge (VI-VIII)	
		CBSE story telling competition (VI-VIII)	
		Hindi Diwas	
		Award Function Class-X	
		Award Function Class-XII	
		DPS-MUN 2023-24	

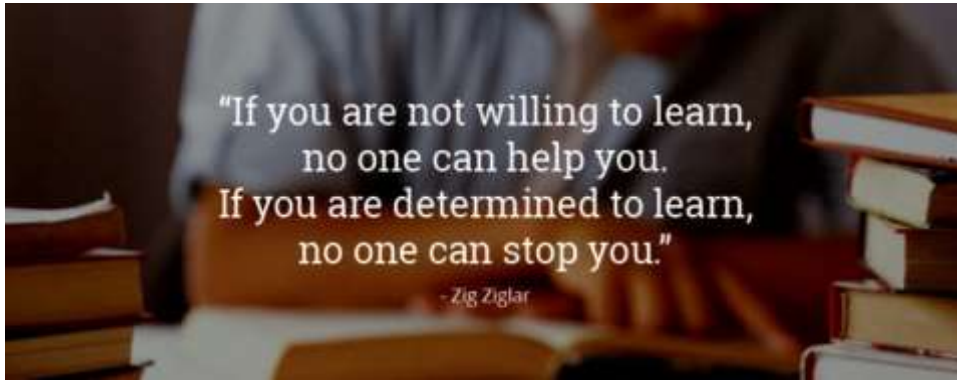
HEALTH AND PHYSICAL EDUCATION

Health and Physical Education	August: First Week	50 Mt Run - Speed Test
	August: Second Week	Theory - Games and Sports
	September: First Week	Theory - Games and Sports
	September: Second Week	Alternative Hand Wall - Hand Eye Coordination
	September: Third Week	Sit Ups - Local Muscular Endurance
	September: Fourth Week	Theory - Games and Sports



ADMINISTRATION

Administrative	Books & Uniform Store	Regular sales after school reopening
		Follow-up for winter uniform - consignment to be received
	Finance/ Accounts	Distribution of book list to the Coordinators for the next academic year for the order to be placed
		Air ticketing for the students travelling to play CBSE clusters overseas
		Fee defaulters notice to be sent after cut-off date for term - II.
		Preparing and Publishing of timely monthly financial statement.





OCTOBER 2023

CLASS NURSERY/ PREPARATORY

Academics	Nursery/ Preparatory	Uploading online Chronicle and Endeavour
		Staff meeting
		Documentation for QNSA
		Monthly/Daily lesson plan preparation
		Preparing and uploading of worksheets of Maths , Evs/GK and English
		Google form for II language and Islamic studies/Morak Science) for 1st standard (Preparatory)
		Preparing book list for next year
		Checking notebooks by core group
		CPD workshop
		Month end checking of registers
Activities	Nursery	My dear Bapu
		Trip to Aviary
		World Animal Day Paws donation drive
		Be Kind to Animals-outside board
		Gandhi Jayanthi Assembly
	Preparatory	Virtual Zoo- tour
		Visit to Museum
		World Food day
		Chrysalis
		World Animal Day Let's feed our Furry friends
		Be Kind to Animals-outside board

CLASS I & II

Academic	Grade I & II	Preparation of Academic related documents
		2 nd Parent Teacher Meeting
		Updating of Class strength (2nd Language, 3rd Language, Moral Science / Islamic Studies)
		2nd Weekly Test cycle commence
		Action plan for slow learners
		Remedial Class for under concern students
		Health check-up for students
		Monthly assessment for all subjects
		Month end meeting with teachers
		Internal Teacher Training Programme
		QNSA files Documentation
		Class Discipline Record
		Preparation of QH (Qatar History) Syllabus & Lesson Plans
Cross checking of manual Attendance Register and Online Register		



Co-curricular & other Activities	Grade I & II	Gandhi Jayanti celebrations
		World Teachers Day celebrations -
		Spelling Bee Competition (Preliminary Round)
		Bulletin board on Remembering Abdul Kalam
		Club Activities - (Matheletes club, Artistic club, Rancho club, A to Z club)

CLASS III TO V

Academic	Grade III - V	Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Cross-checking and result analysis of half yearly exam of class V
		Publishing of class V report cards in the portal
		Second term PTM for classes III, IV, V
		Preparation of low achiever's list (based on weekly test 1 and half yearly examination)
		PTM of low achievers in half yearly examination for class V
		Commencement of 2nd Weekly test cycle for classes III - V .
		Hindi Divas Celebration
		Cross checking of Attendance Register and online attendance by month end.
		Preparing and distributing certificates for the Class discipline record.
		Uploading of monthly assignments for all main subjects in the website
		Uploading of monthly academic activity report (subject wise) in website.
Documentation for QNSA		
Co-curricular and other activities	Grade III - V	NATIONAL UNITY DAY

CLASS VI TO XII

Academics	Grade VI - VIII	Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Result analysis of half yearly exam for all subjects
		Publishing of report cards in the portal
		Preparation of low achievers list based on half yearly examination
		PTM for poor performers in VI, VII, VIII
		Commencement of Weekly test Cycle II
		2 nd PTM for all students
		Briefing of Parent representatives on progress, achievements and seeking of further suggestions
		Cross checking of Attendance Register and online attendance by month end.
		Preparing and distributing certificates for the Class discipline record.
		Uploading of monthly assignments for all main subjects in the website
		Documentation for QNSA
		Hindi Divas Celebration
Meeting with V.P		



	Grade IX & X	Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Result analysis of Half yearly examination for all subjects
		Publishing of report cards in the portal
		Preparation of low achievers list based on half yearly examination
		HOD Meeting With VP/Ac. Coordinator
		Briefing of Parent representatives on progress, achievements and seeking of further suggestions
		Weekly Test -II Cycle begins from 16 October to 16 November 2023.
		Saturday Classes on Progress
		Uploading of monthly assignments for all main subjects on the website
	Grade XI & XII	Half yearly Examination-Class XI-XII
		Evaluation And Uploading Of Marks - Class XI-XII
		Distribution of Answer Paper - Class XI-XII
		Result Analysis- Class XI-XII
		Preparing the list of low achievers For Class XI-XII
Sending Message to The Parent of Low Achievers- Class XI-XII		
HOD Meeting With VP/Ac. Coordinator		
CBSE Compliance	Grade IX to XII	Uploading of data on the CBSE Website for Grade IX & X
		Generation of checklist to verify the data.
		Generation of checklist and dispatching of hard copy to the Regional Office, Delhi
		Uploading of final data on the CBSE website for Class XI-XII.
Co-curricular & other Activities	Senior School	Selections for School Annual Day
		Sirat-un-Nabi Inter School Elocution and Quran Recitation
		Selections for IWA Quiz Competition for classes VII - IX
		Qatar Keraleeyam conducted by Friends Cultural Centre
		Selections for ICC One Toastmasters Championship
		Youth Forum Inter School Competitions
		SOF - National Cyber Olympiad for classes II - XII
		CBSE guided Gandhi Jayanti Celebration Program
		Science and Mathematics Exhibition for Classes III-X
		Gandhi Jayanti Assembly (VI-VIII)
		Gandhi Jayanti Inter class Competitions(VI-VIII)
		Spell Bee Intra class Competition (VI-VIII)
		Qatar Sustainability Week
		World Mental Health Day
Cyber Security Day-1 st October 2022		

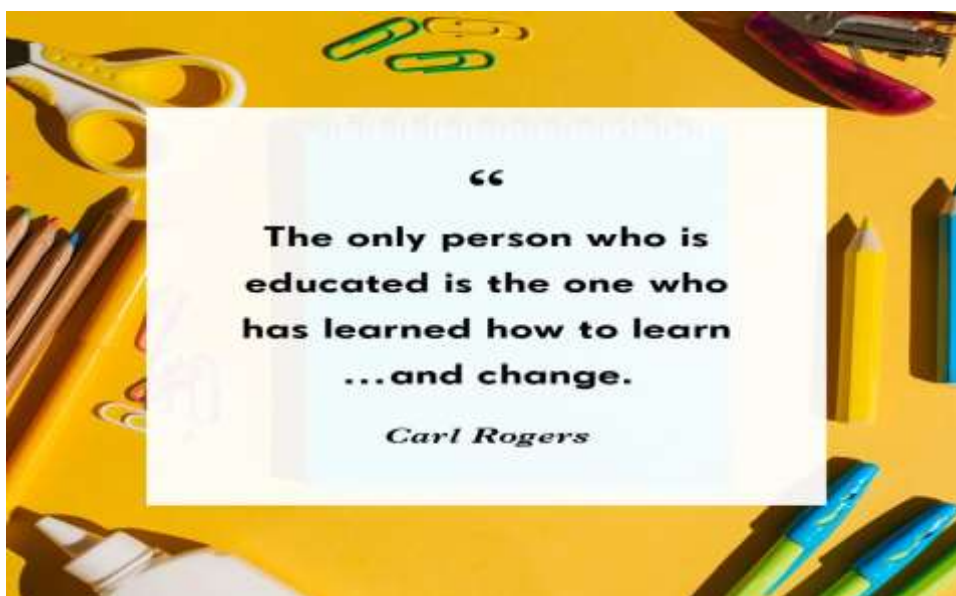


HEALTH AND PHYSICAL EDUCATION

Health and Physical Education	First Week	Vertical Jump - Power Test
	Second Week	Skill Practice
	Third Week	Standing Broad Jump - Explosive Strength
	Fourth Week	Shuttle Run - Coordinative Ability Test
	Fifth Week	Senior Sports Rendezvous (tentative)

ADMINISTRATION

Administrative	Books & Uniform Store	Regular sales as per daily basis
		Winter uniform- Stock management
		Half yearly stock count (internal)
		Preparation of costing/pricing for the inventory received
	Purchase order for text book for upcoming academic year	
Finance/Accounts	Preparing and Publishing of timely monthly financial statement.	





NOVEMBER 2023

CLASS NURSERY/ PREPARATORY

Academics	Nursery/ Preparatory	Uploading online Chronicle and Endeavour
		Staff meeting
		Uploading of Monthly lesson plan , Daily lesson plan and preparation of worksheets for all subjects
		Checking notebooks and register
		Documentation for QNSA
		Planning of books/notebooks for next term
		Distributing monthly chronicle and endeavor
		Daily lesson plan preparation
		Preparing Worksheets
		Preparation of Report Card/comments for Report Card
		Submission of mark registers and reports on students.
		Daily lesson plan preparation
		Preparing Worksheets
		Writing of Report Card/comments for Report Card
		Writing and submitting of mark registers and reports on students.
		Height and weight for second term to be taken by the School Nurse.
		Qatar National Day
		Documentation for QNSA
		Meeting with parents of under concern students
		CPD workshop
Checking notebooks and register		
Nursery	Children's day Celebration Puppet show by teachers	
		Annual Day
		Green Hands
		Donate a Toy
	Preparatory	Children's day
		Fancy Dress on seasons
		Visit to Planetarium
		Trip to Baladna
		Donate a Warmth: Community Service Programme

CLASS I & II

Academic	Grade I & II	Preparation of Academic related documents
		Action plan for slow learners



		Remedial Class for under concern students
		Monthly assessment for all subjects
		Month end meeting with teachers
		Internal Teacher Training Programme
		QNSA files Documentation
		Class Discipline Record
		Cross checking of manual Attendance Register and Online Register
Co-curricular & other Activities	Grade I & II	Children's day celebrations
		Club Activities - (Mathletes club, Artistic club, Rancho club, A to Z club)

CLASS III TO V

Academic	Grade III - V	Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Completion of 2nd Weekly Test Cycle of classes III-V
		Result Analysis of Weekly Test 2 for classes III -V
		Planning of books/notebooks for next academic year
		Cross checking of Attendance Register and online attendance by month end.
		Preparing and distributing certificates for the Class discipline record.
		Uploading of monthly/vacation assignments for all main subjects in the website
		Documentation for QNSA
Co-curricular and other activities	Grade III - V	CHILDREN'S DAY
		FIT INDIA SCHOOL WEEK
		CONSTITUTION DAY
		ANNUAL DAY

CLASS VI TO XII

Academic	Grade VI - VIII	Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Staff meetings- Collection of suggestions from parents during PTM
		Completion of Weekly test Cycle II
		Uploading of weekly test -2 marks in school portal.
		Result Analysis of Weekly Test 2 for all subjects
		Staff Meeting With VP/Ac. Coordinator
		Follow up with the performance of SEN students
		Prescribing of Books/note books for Next Academic Session
		Cross checking of Attendance Register and online attendance by month end.
		Preparing and distributing certificates for the Class discipline record.
		Uploading of monthly/vacation assignments for all main subjects in the website
		Note book checking



		Documentation for QNSA
	Grade IX & X	Uploading of Revision assignments for all subjects
		Uploading of Syllabus for term II Examinations of grade IX and X.
		Completion of syllabus for class X
		Weekly test- II cycle completes on 27 th November.
		Qatar History Test for Grade IX
		Staff Meeting With VP/Ac. Coordinator
		Result analysis of weekly test II and remedial actions for poor performers.
		Revision classes for Low and High Achievers for the upcoming Grade X , Pre - Board Exam I
		Preparation of Grade X Pre Board I - Question Paper
		Prescribing Books List For Next Academic Session (IX & X)
	Grade XI & XII	Prescribing Books List For Next Academic Session (XI & XII)
		Staff Meeting With VP/Ac. Coordinator
CBSE Compliance		School Celebrates Children Day
		Weekly Test Cycle continues For Class XI
		Completion of Portion - Class XII
	Grade IX to XII	Staff Meeting With VP/Ac. Coordinator
		Final uploading of CBSE Registration Data for Grade IX & X
		Updating of online teacher's data on the CBSE website
		School Celebrates Children Day
		CBSE Cluster
		School Polemic Challenge conducted by Shantiniketan Indian School
		DPS Science and Maths Talent Examination for Class IX
		SOF - National Science Olympiad for Classes I - XII
		International Benchmark Tests for Improving Learning - Mathematics for Classes III - X
		International Benchmark Tests for Improving Learning - English for Classes III - X
International Benchmark Tests for Improving Learning - Science for Classes III - X		
QND selection and practice		
CBSE guided Childrens' Day Celebration Program		
Shastrapradarshan Competition conducted by Science India Forum		
Senior School Sports Rendezvous-2023-24		
Senior School Cultural Rendezvous 2023-24		
TEDx@DPS 2023-24		
Children's Day Assembly(VI-VIII)		
Online updating of Students with special needs		
Senior School Annual Day		



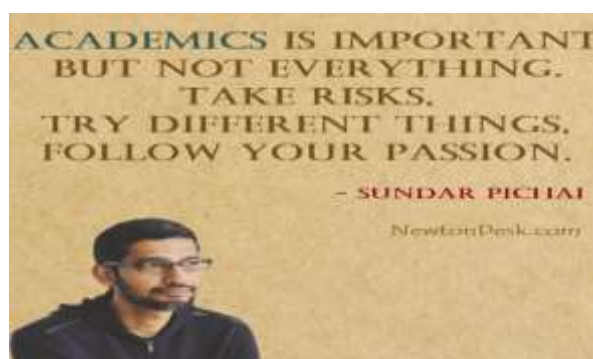
Co-curricular & other Activities	Senior School	Qatar National Day Celebrations
		SOF - International Maths Olympiad for Classes I - XII
		International Informatics Olympiad for Classes I - XII
		International Olympiad of Mathematics for classes I - XII
		International Olympiad of Science for classes I - XII
		International Olympiad of English Language for classes I - XII
		QND Celebrations

HEALTH AND PHYSICAL EDUCATION

Health and Physical Education	First Week	Flexed / Bend Arm Hang - Upper Body Muscular Strength
	Second Week	Skill Practice
	Third Week	Junior Sports Rendezvous (tentative)
	Fourth Week	Practice to be given for 600 Mt run
	Fifth Week	Mock Run 600 Mt run

ADMINISTRATION

Administrative	Books & Uniform Store	Regular sales on daily basis
		Placement of order for Notebook as per the quantity required
		Follow up with textbook supplier for the latest edition of textbooks to be received
		Winter Uniform distribution
	Finance/Accounts	Preparing and Publishing of timely monthly financial statement.





DECEMBER 2023

CLASS NURSERY/ PREPARATORY

Academics	Nursery/ Preparatory	Distributing monthly Chronicles, endeavor of the month
		Staff meeting
		Uploading of Monthly lesson plan , Daily lesson plan and preparation of worksheets for all subjects
		Checking notebooks and register
		Documentation for QNSA
		Planning of books/notebooks for next term
		Distributing monthly chronicle and endeavor
		Daily lesson plan preparation
		Preparing Worksheets
		Writing of Report Card/comments for Report Card
		Writing and submitting of mark registers and reports on students.
		Daily lesson plan preparation
		Preparing Worksheets
		Writing of Report Card/comments for Report Card
		Writing and submitting of mark registers and reports on students.
		Height and weight for second term to be taken by the School Nurse.
		Qatar National Day
		Documentation for QNSA
		Meeting with parents of under concern students
		CPD workshop
Checking notebooks and register		
	Nursery	Trip to Al khor Park
		Festival Celebration
		Qatar National Day Assembly
		Our Glittering Qatar
		Flavours of Qatar (Cooking Competition for mother and child)
		Outside board- Qatar National Day
	Preparatory	Visit to Kidzmondo
		Festival Celebration
		World Arabic Language Day
		Rangoli Competition Theme Qatar
	Preparatory	Qatar National Day Assembly
		Outside board- Qatar National Day

CLASS I & II

Academic	Grade I & II	Preparation of Academic related documents
		Action plan for slow learners
		Remedial Class for under concern students
		Monthly assessment for all subjects
		Month end meeting with teachers
		Internal Teacher Training Programme



		QNSA files Documentation
		Class Discipline Record
		Cross checking of manual Attendance Register and Online Register
Co-curricular & other Activities	Grade I & II	Children's day celebrations
		Club Activities - (Matheletes club, Artistic club, Rancho club, A to Z club)

CLASS III & V

Academics	Grade III - V	Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Completion of 2nd Weekly Test Cycle of classes III-V
		Result Analysis of Weekly Test 2 for classes III -V
		Planning of books/notebooks for next academic year
		Cross checking of Attendance Register and online attendance by month end.
		Preparing and distributing certificates for the Class discipline record.
		Uploading of monthly/vacation assignments for all main subjects in the website
		Documentation for QNSA
Co-curricular and other activities	Grade III - V	CHILDREN'S DAY
		FIT INDIA SCHOOL WEEK
		CONSTITUTION DAY
		ANNUAL DAY

CLASS VI TO XII

Academic	Grade VI - VIII	Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Staff meetings- Collection of suggestions from parents during PTM
		Completion of Weekly test Cycle II
		Uploading of weekly test -2 marks in school portal.
		Result Analysis of Weekly Test 2 for all subjects
		Follow up with the performance of SEN students
		Prescribing of Books/note books for Next Academic Session
		Cross checking of Attendance Register and online attendance by month end.
		Preparing and distributing certificates for the Class discipline record.
		Uploading of monthly/vacation assignments for all main subjects in the website
		Documentation for QNSA
	Grade IX & X	Uploading of Revision assignments of all subjects
		Uploading of Syllabus for term II Examinations of grade IX and X.
		Revision/ Class Tests for IX & X
		Conduction of First Pre-Board Examination- Class X
		Completion of syllabus for class IX
		Result analysis of weekly test 11 and remedial actions for poor performers, Revision/ Class Tests for class IX and X



	Grade XI & XII	Completion of portion- Class XI Conduction of First Pre-Board Examination- Class XII
	Grade IX to XII	Staff Meeting With VP/Ac. Coordinator Final uploading of CBSE Registration Data for Grade IX & X Updating of online teacher's data on the CBSE website School Celebrates Children Day CBSE Cluster School Polemic Challenge conducted by Shantiniketan Indian School DPS Science and Maths Talent Examination for Class IX SOF - National Science Olympiad for Classes I - XII International Benchmark Tests for Improving Learning - Mathematics for Classes III - X International Benchmark Tests for Improving Learning - English for Classes III - X International Benchmark Tests for Improving Learning - Science for Classes III - X QND selection and practice CBSE guided Childrens' Day Celebration Program Shastrapradarshan Competition conducted by Science India Forum Online updating of Students with special needs
Co-curricular & other Activities	Senior School	Senior School Annual Day Qatar National Day Celebrations Alumni Meet Annual Day (I-VIII) SOF - International Maths Olympiad for Classes I - XII International Informatics Olympiad for Classes I - XII International Olympiad of Mathematics for classes I - XII International Olympiad of Science for classes I - XII International Olympiad of English Language for classes I - XII QND Celebrations

HEALTH AND PHYSICAL EDUCATION

Health and Physical Education	First Week	Skill Practice
	Second Week	600 Mt Run - Endurance
	Third Week	Collection of Records and Correction to be Done



ADMINISTRATION

Administrative	Books & Uniform Store	Winter uniform sales continues
		Regular sales on daily basis
	Finance/Accounts	Fee generation for Term-III to be done and published online.
		Preparing and Publishing of timely monthly financial statement.

**“Remember your dreams and fight for them.
You must know what you want from life.
There is just one thing that makes your
dream become impossible: the fear of
failure. “Paulo Coelho**



JANUARY 2024

CLASS NURSERY/ PREPARATORY

Academics	Nursery/ Preparatory	Staff meeting
		Uploading of Monthly Chronicle and ,Endeavor
		Uploading of Monthly worksheets for all subjects
		Daily lesson plan preparation
		Documentation for QNSA
		Shuffling list preparation
		Month end checking of registers
		CPD workshop
		Checking notebooks and register
Activities	Nursery	Class Picnic to Wakra Park
		Rang de Basanti
		Trip to Amusement Park
		Flagathon
		Republic day Assembly
		Fancy dress on community helpers
		Outside board- Republic day
	Preparatory	Chak De India
		Art Mela on India
		Republic DAY Assembly
		World Hindi Day
		Visit to Al Khor Park
		Outside board- Republic day

CLASS I & II

Academic	Grade I & II	Uploading /approval of Lesson Plan
		Preparation of Academic related documents
		Commencement of Weekly Test cycle - 3
		Action plan for slow learners
		Remedial Class for under concern students
		Syllabus committee meetings.
		Preparation of syllabus for next academic year
		Preparation of Entrance Exam Question Papers for the next Academic Year.
		Class discipline record
		Action plan for slow learners
		Submission of Remedial class record
		Uploading of assignments for all subjects
		Internal Teacher Training Programme
		QNSA files Documentation
Monthly assessment for all subjects		
Month end meeting with teachers		



		Class Photograph session
		Grade I - Market day Activity
		Cross checking of manual Attendance Register and Online Register
Co-curricular & other Activities	Grade I & II	International Thank You Day celebration - Make a Thank you card
		Republic Day Celebrations
		Intra Class Quiz Competition
		Sports Day practice(Grade I&II)
		Club Activities - (Matheletes club, Artistic club, Rancho club, A to Z club)

CLASS III TO V

Academic	Grade III - V	Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Commencement of 3rd Weekly Test Cycle for classes III & IV
		Planning for the next academic session
		Health checkup for students
		Completion of Annual syllabus for class V by the last week of the month
		Class Photograph session
		Class Picnics
		Science/Social Exhibition
		Class V computer practical examination for Term II
		Preparation of class V annual exam question paper.
		Uploading revision assignments for all subjects for class V annual examination by month end
		Cross checking of Attendance Register and updating attendance online by month end.
		Preparing and distributing certificates for the Class discipline record.
Uploading of monthly assignments for all main subjects in the website(III-IV)		
Uploading of monthly academic activity report (subject wise) in website.		
Co-curricular and other activities	Grade III - V	REPUBLIC DAY CELEBRATION

CLASS VI TO XII

		Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Planning for next Academic Session
		Uploading of revision exam portion in the website
		Commencement of revision exam for classes VII & VIII
		Health check-up for students
		Completion of syllabus for Annual Exam
		Class photograph, Sports Activities
		Class Picnics
	Grade VI - VIII	Science/Social Exhibition



Academic		Cross checking of Attendance Register and updating attendance online by month end.
		Preparing and distributing certificates for the Class discipline record.
		Uploading of monthly assignments for all main subjects in the website(III-IV)
		Uploading of monthly academic activity report (subject wise) in website.
		Donation Drive (VI-VIII)
	Grade IX & X	Planning of syllabus for next Academic Session
		Prescribing of books for next Academic Session
		Remedial classes for slow performers
		Preparation of Question Papers of Grade IX for Revision & Annual Exams & Grade X Pre- Board Exams II
		Uploading of Revision Assignment for Annual Examination.
		Proof Reading of Check list for Class X CBSE
		Based on the results of PRE BOARD EXAM - I for Class X - special coaching classes for high achievers and remedial classes for low achievers.
		Orientation programme for class X students, for providing the guidelines for CBSE Board Examination
		Revision Test for- Class IX and Pre-Board Examination II for Class X
	Grade XI & XII	Revision Test for- Class XI
		Remedial Classes For Low Achievers Class XI-XII
		Orientation for parents - (Stream selection)
		Board Practical Examination- Class XII
	CBSE Compliance	Grade IX to XII
Co-curricular and other activities	Senior School	Sports Rendezvous - Middle School
		Release of Newsletter for TERM II
		Indian Republic Day Celebrations
		Constitution day celebration
		Class photograph for XI & XII
		SOF - International English Olympiad for Classes I - XII
		International French Language Scholarship Examination of French for Classes VI - X
		CBSE guided National Youth Day Celebration
		Farewell Class-XII
		Sports Rendezvous (VI-VIII)
		World Hindi Day Assembly

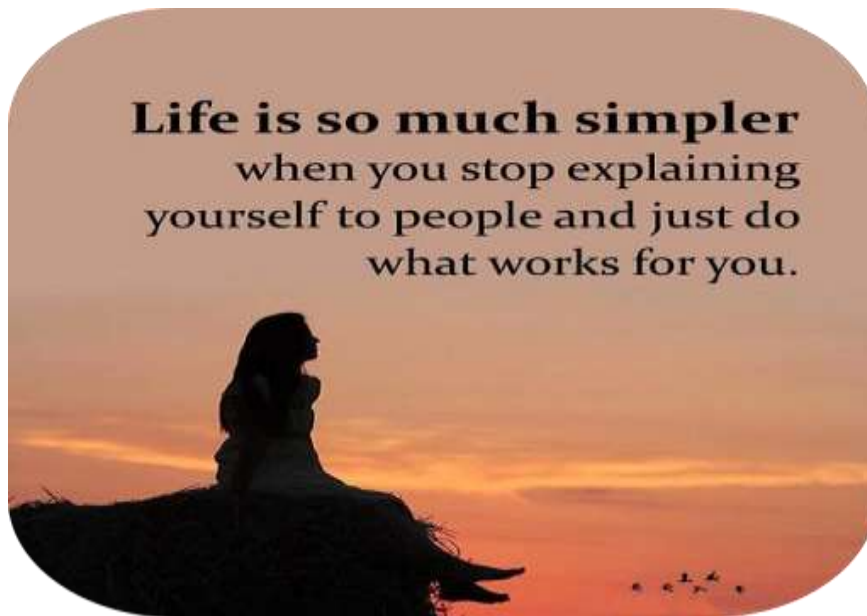


HEALTH AND PHYSICAL EDUCATION

Health and Physical Education	First Week	Practice of Skills for test - Games & Sports
	Second & Third Week	Assessment of Skills - Games & Sports
	Fourth Week	Records to be returned back to Students
	Fifth Week	Sports Day Practice

ADMINISTRATION

Administrative	Books & Uniform Store	Regular Stores function along with receiving of inventory for the Academic sale
		Order placing for the Scholar Badge Ceremony (Blue Blazers and Tie)
		Receiving of Summer Uniform for distribution in March
	Finance/Accounts	Fee defaulters notice to be sent after cut-off date for Term - III.
		Preparing and Publishing of timely monthly financial statement.





FEBRUARY 2024

CLASS NURSERY/ PREPARATORY

Academics	Nursery/ Preparatory	Class Photograph Sessions
		Staff meeting
		Uploading of Monthly Chronicle and Endeavour
		Uploading of Monthly worksheets for all subjects
		Daily lesson plan preparation
		Preparing Worksheets
		Preparation of syllabus for next year
		Checking notebooks and register
		Meeting with parents of under concern students
		CPD workshop
		Documentation for QNSA
Activities	Nursery	Qatar National Sports Day Celebrations(Traditional)
		World Science Day
		Story telling week
		Qatar Environment Day (Visit to North Sidra Park)
		Visit to Qatar National Museum (Qatar Identity)
		Outside board- Qatar Sports day
	Preparatory	I can Read
		World Science Day
		Story telling week
		Qatar Environment Day
		Qatar National Sports Day Celebrations(Traditional)
		Outside board- Qatar Sports day
		Visit to Amusement Park Angry Bird World

CLASS I & II

Academic	Grade I & II	Preparation of Academic related documents
		Internal Teacher Training Programme
		QNSA files Documentation
		Uploading of Monthly assessment for all subjects
		Submission of Report card comments
		Submission of Student list of Academic, Behavioral and Medical concerns
		Class Discipline Record
		Cross checking of manual Attendance Register and Online Register
		Month end meeting with teachers
		Super Reader Competition - Grade I
		English Questa - Grade II
		Qatar History Examination
		Moral Science/Islamic Studies Examination



Co-curricular & other Activities	Grade I & II	Sports Day (Grade I & II): Racing Competitions and Exercises
		Class 1 & 2: Just a minute - Speak about your favorite sport
		Qatar National Sports Day Bulletin Boards- Gallery walk (Grade I & II)
		Club Activities - (Matheletes club, Artistic club, Rancho club, A to Z club)
		Spell Bee Finals

CLASS III TO V

Academic	Grade III - V	Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Completion of 3 rd Weekly Test Cycle for classes III & IV
		Result analysis for weekly test -3 for classes III and IV
		Commencement and completion of Revision Test for class V
		Uploading of class V Annual exam portion and date sheet in the website
		Uploading of Revision Assignment/Model paper of Annual Exam for class V
		Filling of assessment and subject grades of 2 nd term by all subject teachers.(III-V)
		Cross-checking of report cards by Class Reps (for classes III & IV)
		Revision and remedial classes for class V.
		Preparation of 2 nd Term Remarks for class III & IV by the class teachers
		Preparation of term end remarks for class V by the class teachers
		Preparing of Admission Test syllabus and Question Paper for next academic session (if any)
		Class photograph & staff photograph
		Commencement of Moral Science/ Islamiyat , 3 rd language and Computer examination for class V
		Cross checking of Attendance Register and updating attendance online by month end.
Preparing and distributing certificates for the Class discipline record.		
Co-curricular and other activities	Grade III - V	QATAR NATIONAL SPORTS DAY
		NATIONAL SCIENCE DAY

CLASS VI TO XII

Academic	Grade VI - VIII	Preparation and uploading of weekly plan/daily lesson plan for all subjects
		Commencement and completion of Revision Test for class VI
		Completion of Revision Test for classes VII & VIII
		Preparation of result analysis of revision exam for classes VI, VII, VIII
		Uploading of annual exam portion and date sheet in the website
		Class photograph; Staff photograph Sessions
		Uploading of Revision Assignment/Model paper for Annual Exam
		Planning of remedial classes for slow learners/ low achievers
		Measurement of height and weight for all students



		Health checkup for students
		Preparation of term end remarks by the class teachers
		Filling of assessment and subject grades of 2 nd term by all subject teachers
		Preparation of Question Paper for Annual Exam
		Preparing of Admission Test syllabus and Question Paper for next academic session (if any)
		Commencement of Moral Science/ Islamiyat, 3rd language and Computer examination for all classes
		Preparing and distributing certificates for the Class discipline record.
		Cross checking of Attendance Register and updating attendance online by month end.
	Grade IX & X	Annual Exam for Class IX
		Evaluation of Exam papers of Annual Exam of Class IX and Evaluation and discussion of Grade X PRE BOARD II answer scripts.
		Result discussion of Class IX with Vice-Principal and Principal
		Publishing online report cards of class IX
		Identifying Scholars & A1 in all Subjects for Class IX
		Re- test for low-achievers
		Grade X -- special coaching class for slow learners and high achievers
		Measurement of height and weight for all students: Health check up
		Collection of Stream selection forms from the students
		Distribution of CBSE Class X Admit Cards
		TDAP Vaccination Schedule for Grade X Students. (by MOPH)
	Grade XI & XII	Annual Examination Class-XI
		Conduction of Second Pre Board Examination- Class XII
		Remedial Classes For Low Achievers Class XII
		Staff Photograph
CBSE Compliance	Grade IX to XII	Generation of Hall Tickets
		CBSE Guidelines For Board Examination Grade X, XII: Orientation Programme
		Downloading of admit cards for Class X & XII
		Downloading of center material ,attendance sheet, etc for Class X & Class XII
		Arranging class rooms for CBSE Class X & Class XII examinations
Co-curricular & other Activities	Senior School	Felicitation Ceremony of School Support Staff
		Special Assembly



HEALTH AND PHYSICAL EDUCATION

Health and Physical Education	By Second Week	Assessment & Submission of Grades to be done
		Sports Day Celebrations - Tentative

ADMINISTRATION

Administrative	Books & Uniform Store	Regular Sales along with inventory receiving and packing/preparation for Summer sales
		Order placement for the school diary (Almanac) for the upcoming Academic Session
		Pending uniform for the sales to be received
		Arrival of Note Books for the upcoming Academic Year
		Arrival of Text Books for the upcoming Academic Year
	Finance/Accounts	Budget data collection for Academic Year 2018-19 from various Departments.
		Coordinating and directing the preparation of budget, financial forecast and reports variances.
		Preparing and Publishing of timely monthly financial statement.

“By education, I mean an all-round drawing of the best in child and man in mind, body, and spirit.” – Mahatma Gandhi



MARCH 2024

MARCH 2024

CLASS NURSERY/ PREPARATORY

Academics	Nursery/ Preparatory	Compilation of all 100% Attendance Awards winners list
		Preparing of Promotion List
		New sections to be allotted to the students of KG for the new academic session.
		Baseline assessment to be prepared for new admission for new Academic Session
		Revision of all the portion done through the year
		Preparation and distribution of report cards of the final term
		Height and weight for third term to be taken by the School Nurse.
		Writing anecdotal for the students.
		Finalizing next year syllabus
		Finalizing teachers and class allotment for next year
		Staff meetings
		Documentation for QNSA and closing of files.
		Books and portfolios to be returned to parents
		Class decoration for next year
		Closing of attendance register by term end. Cross checking of register and online attendance
		Submitting mark register and attendance register to office
		Release of Newsletter for Term II
		Uploading final result online
		Result Analysis
		CPD workshop
Term 2 Newsletter to be published		
Induction of new staff		
Activities	Nursery	Portfolio activity
		Womens Day
		Farewell assembly
		Outside board-Farewell
	Preparatory	Graduation day
		Miscellany Portfolio activity
		Womens Day
		Arab Poetry Day (Qatar National Identity)
		Graduation day
		Outside board-Graduation day

CLASS I & II

Academic	Grade I & II	Preparation of Academic related documents
		Internal Teacher Training Programme
		QNSA files Documentation
		Online entry of grades for Consolidation
		Verification of Report Cards
		Finalization of Results
		Printing of Report cards and issue of the same on Result Day



		Finalization of Promotion documents
		Shuffling of students from Class Prep to 1 and II to III.
		Preparation and handing over of Promotion List, House List, case studies and Medical List to the next Class Reps/Coordinator.
		Training Sessions for teachers
		Finalization of syllabus for the next Academic Year
		Staff meeting to give instructions for the next Academic Year
		Entrance examinations
		Dispersal planning for students of Grade I
		Welcoming and orientation of new staff
Co-curricular & other Activities	Grade I & II	Release of Newsletter - III
		Activity Reports for all activities to be written.
		Farewell End of the Academic Year - Bulletin Board

CLASS III TO V

Academic	Grade III - V	Commencement of Annual Examination for class V
		Closing of attendance register by term end. Cross checking of register and online attendance
		Result compilation for all classes
		Class V paper distribution and uploading of marks in the website.
		Class V Result discussion with Headmistress , Vice principal and Principal
		Distribution of Report Cards for all Classes
		Compilation of all 100% Attendance Awards, Scholar Badges & Proficiency Awards
		Shuffling of students from Classes III - V
		Preparation of Promotion List for students
		Class-wise result analysis for all subjects (graphical representation).
		Result analysis of SEN students of all classes (graphical representation)
		Preparation of low achiever's report and SEN students report
		Syllabus preparation for the next Academic Year
		Conduction of admission test for new academic session
		Collection of all Mark Registers
Departmental meetings for all subjects		
Co-curricular and other activities	Grade III - V	NIL

CLASS VI TO XII

Academic	Grade VI - VIII	Annual Examination for Class VI, VII and VIII
		Evaluation of Annual Examination papers
		Remedial for slow learners



		Preparation of Promotion List for students
		Class-wise result analysis for all subjects (graphical representation).
		Result analysis of SEN students of all classes (graphical representation)
		Preparation of report of under performers and SEN students
		Result discussion of Classes VI, VII and VIII with Vice Principal and Principal
		Distribution of report cards for all classes
		Preparation of the Prize List of the achievers of Scholar Badge, 100% Attendance, All A1 holders and All rounders'
		Closing of attendance register by term end. Cross checking of register and online attendance
		Syllabus preparation for the next Academic Year
		Conduction of admission test for new academic session
		Collection of all Mark Registers
		Shuffling of students wherever required
		Departmental meeting for all subjects; Admission Test.
	Grade IX & X	Selection of students for Science, Commerce and Humanities group in Class XI based on their performance in IX and X.
	Grade IX & X	Identifying Scholars, A1 in all subjects for Class IX
	Grade IX & X	Preparation of Prize list of the achievers of Class IX
	Grade IX & X	Commencement of new Academic Session for Class X
	Grade IX & X	Departmental Meeting for all subjects
	Grade IX & X	CBSE Board Exams for class X
	Grade IX & X	Release of Newsletter
	Grade IX & X	Admission Test for the new Academic year
	Grade XI & XII	Result Declaration for Class XI
	Grade XI & XII	CBSE Board Exams for Class XII as per the Date Sheet
	Grade XI & XII	Syllabus Bifurcation for New Academic Session (XI-XII)
	Grade XI & XII	New Academic Session for New Batch of Class XII
CBSE Compliance	Grade IX to XII	CBSE Board Exams For Class XII & X as per the Date Sheet
Co-curricular & other Activities	Senior School	School Magazine Release Programme
Co-curricular & other Activities	Senior School	World Water Day-22 nd March 2022
Co-curricular & other Activities	Senior School	Senior School Sports Activities



ADMINISTRATION

Administrative	Books & Uniform Store	Arrival of Text Books for the upcoming Academic Year
		Books and Uniform sales for Grade XII
		Books and Uniform sales for other classes
		Packing of book sets
	Finance/Accounts	Financial data gathered to be compiled and finalized for Budget for next academic year 2018-19 department wise / component wise to be submitted to management for review and approval.
		Support month end and year end closing process.
		Preparing and Publishing of timely monthly financial statement.

Unity is strength... when there is teamwork and collaboration, wonderful things can be achieved.

-Mattie Stepanek



DPS-MODERN INDIAN SCHOOL

**CALENDAR FOR THE ACADEMIC
 YEAR 2023-24**

Total Number of Working Days-

192

SCHOOL CALENDAR AT A GLANCE

CALENDAR AT A GLANCE

**DPS-MODERN INDIAN SCHOOL
 CALENDAR FOR THE ACADEMIC YEAR 2023-2024 AS
 APPROVED BY THE MINISTRY OF EDUCATION & HIGHER
 EDUCATION (MoE&HE)**

April 2023							May 2023							June 2023								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1		1	2	3	4	5	6					1	2	3		
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30			
30		1	2	3	4	5				23							11					
July 2023							August 2023							September 2023								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1			1	2	3	4	5						1	2		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30		
30	31									05								20				
October 2023							November 2023							December 2023								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1					1	2	3	4							1	2
2	3	4	5	6	7	8	5	6	7	8	9	10	11	3	4	5	6	7	8	9		
9	10	11	12	13	14	15	12	13	14	15	16	17	18	10	11	12	13	14	15	16		
16	17	18	19	20	21	22	19	20	21	22	23	24	25	17	18	19	20	21	22	23		
23	24	25	26	27	28	29	26	27	28	29	30			24	25	26	27	28	29	30		
30											22			31			13					
January 2024							February 2024							March 2024								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1						1	2	3							1	2
2	3	4	5	6	7	8	4	5	6	7	8	9	10	3	4	5	6	7	8	9		
9	10	11	12	13	14	15	11	12	13	14	15	16	17	10	11	12	13	14	15	16		
16	17	18	19	20	21	22	18	19	20	21	22	23	24	17	18	19	20	21	22	23		
23	24	25	26	27	28	29	25	26	27	28	29			24	25	26	27	28	29	30		
30												20			31							

02.04.2023, Sunday	First Day of the Academic Year
20.04.2023-27.04.2023, Thursday to Thursday	Eid-Al-Fitra Holidays
15.06.2023, Thursday (Summer)	Last working day before Summer & Winter Vacation
21.12.2023, Thursday (Winter)	
18.06.2023-19.08.2023, Sunday to Saturday	Summer & Winter Breaks
24.12.2023-06.01.2024, Sunday to Saturday	
28.06.2023-01.07.2023, Wednesday to Saturday	Eid-Al-Adha Holidays
15.08.2023, Tuesday	Independence Day
20.08.2023, Sunday	School reopens for teachers after Summer Vacation
27.08.2023, Sunday	School reopens for students after Summer Vacation
17.12.2023, Sunday & 18.12.2023, Monday	Qatar National Day
07.01.2024, Sunday	School reopens for students & teachers after Winter Vacation
26.01.2024, Friday	Republic Day
13.02.2024, Tuesday	Qatar National Sports Day

Total number of working days 192



SCHOOL TIMINGS

Nursery & Prep ----- 7:15 am to 11:15 am

Class I to XII ----- 7:15 am to 2:00 pm

RAMADAN TIMINGS

Nursery & Prep ----- 7:15 am to 11:00 am

Class I to XII ----- 7:15 am to 1:00 pm

VISITING HOURS - ALL WORKING DAYS

Principal----- 7:00 am to 9:30 am

Vice-Principal, Co-ordinators & teachers

Any date and time mutually agreed upon

PTA SCHEDULE ----- 5:00 pm – 7:00 pm

(2023-24)

PTA 1 ----- 1st Week of June 2023----- (Nursery-Class XII)

PTA 2 ----- 2nd Week of October 2023 ----- (Nursery- Class XII)

Note: -

Specific dates for each PTA will be intimated later through the website.



SCHOOL CALENDAR AT A GLANCE

Session begins	April 2, 2023 (Sunday)
Scholar Badge Ceremony + All-rounder(VIII, IX,XI)	April 13, 2023 (Thursday)
Scholar Badge Ceremony + All-rounder (V, VI, VII)	April 18, 2023 (Tuesday)
Investiture Ceremony (Junior Wing)	May 4, 2023 (Thursday)
100% Attendance Ceremony (III-V)	May 9, 2023 (Tuesday)
Investiture Ceremony (Senior Wing)	May 11, 2023 (Thursday)
100% Attendance Ceremony (VI-VIII)	May 16, 2023 (Tuesday)
100% Attendance Ceremony (IX, X & XI)	May 18, 2023 (Thursday)
First Term Examination (XII)	May 22, 2023 (Monday) to June 1, 2023 (Thursday)
Inter School Quiz ENQUESTA	May 25, 2023 (Thursday)
First Term Examination (XI)	May 25, 2023 (Thursday) to June 3, 2023 (Saturday)
Rendezvous (III-V)	June 1, 2023 (Thursday)
Rendezvous (VI-VIII)	June 10, 2023 (Saturday)
Half-Yearly Examination (V-X)	August 31, 2023 (Thursday) to September 14, 2023 (Thursday)
Teachers' Day Celebration	September 5, 2023 (Tuesday)
Award Ceremony (X)	September 6, 2023 (Wednesday)
Award Ceremony (XII)	September 7, 2023 (Thursday)
Glitziesta (Talent Show) Grade I & II	September 24, 2023 (Sunday) to September 28, 2023 (Thursday)
DPS-MIS MUN	September 28, 2023 (Thursday) to September 30, 2023 (Saturday)
Half-Yearly Examination (XII)	October 12, 2023 (Thursday) to October 25, 2023 (Wednesday)
Half-Yearly Examination (X)	October 15, 2023 (Sunday) to October 24, 2023 (Tuesday)
Rendezvous –Cultural (IX-XII)	November 2, 2023 (Thursday)
TEDx@ DPS (Modern Indian School)	November 9, 2023 (Thursday)
Rendezvous –Sports (IX-XII)	2nd Week of November, 2023
First Pre-Board Examination (Class X)	November 26, 2023 (Sunday) to December 7, 2023 (Thursday)
Annual Day (I-VIII)	December 7, 2023 (Thursday)
First Pre-Board Examination (Class XII)	December 7, 2023 (Thursday) to December 21, 2023 (Thursday)
School Reopens after Winter Break	January 7, 2024 (Sunday)
Revision Test (Class XI)	January 7, 2024 (Sunday) to January 16, 2024 (Tuesday)
Rendezvous-Sports (VI-VIII)	January 13, 2024 (Saturday)
Revision Test (Class IX)	January 15, 2024 (Monday) to January 30, 2024 (Tuesday)
Second Pre-Board Examination (Class X)	January 15, 2024 (Monday) to January 30, 2024 (Tuesday)
Second Pre-Board Examination (Class XII)	February 5, 2024 (Monday) to February 18, 2024 (Sunday)
Annual Examination (Class IX)	February 5, 2024 (Monday) to February 20, 2024 (Tuesday)
Annual Examination (XI)	February 7, 2024 (Wednesday) to February 22, 2024 (Thursday)
Rendezvous-Sports (III-V)	February 8, 2024 (Thursday)
Revision Test (V-VIII)	February 11, 2024 (Sunday) to February 22, 2024 (Thursday)
Sports Day	February 13, 2024 (Tuesday)
Annual Examination (V to VIII)	February 25, 2024 (Sunday) to March 11, 2024 (Monday)
Result Declaration (IX)	Last week of February
Result Declaration (XI)	March 3, 2024 (Sunday)
Result Declaration (Nursery to VIII)	3rd & 4th week of March



LIST OF HOLIDAYS 2023-2024

LIST OF HOLIDAYS

List of Holidays

Independence Day of India	August 15, 2023 (Tuesday)
Republic Day of India	January 26, 2024 (Friday)
Qatar National Day	December 17 & 18, 2023 (Sunday - Monday)
Christmas	December 25, 2023 (Monday)
New Year Holiday	January 1, 2024 (Monday)
Qatar National Sports Day	February 13, 2024 (Tuesday)

VACATIONS 2023-2024

VACATIONS

Vacations

Summer Vacation	June 18, 2023 (Sunday) to August 19, 2023 (Saturday) Last working day – June 15, 2023 (Thursday)
School Reopens	August 20, 2023 (Sunday) for teachers August 27, 2023 (Sunday) for students
Winter Break	December 24, 2023 (Sunday) to January 6, 2024 (Saturday) Last working day- December 21, 2023 (Thursday)
School Reopens	January 7, 2024 (Sunday)



WEEKLY TEST SCHEDULE: 2023-2024

WEEKLY TEST SCHEDULE SKELETON (I-VIII) 2023-24

Date	I	II	III	IV	V	VI	VII	VIII	
March	13/03/23	---	---	---	---	---	---	---	
	20/03/23	---	---	---	---	---	---	---	
	27/03/23	---	---	---	---	---	---	---	
April	03/04/23	---	---	---	---	---	---	---	
	10/04/23	---	---	---	---	---	---	---	
	17/04/23	---	---	---	---	---	---	---	
May	24/04/23	---	---	---	---	---	---	---	
	01/05/23	---	---	---	---	---	---	---	
	08/05/23	---	---	Computer	2 nd Lang	3 rd Lang	English	3 rd Lang	English
	15/05/23	Computer	English	2 nd Lang	Maths	English	S.Sc	English	3 rd Lang
June	22/05/23	EVS	Computer	3 rd Lang	EVS	Maths	Science	S.Sc	Maths
	29/05/23	Maths	Maths	English	3 rd Lang	Science	2 nd Lang	Maths	Science
	05/06/23	English	2 nd Lang	EVS	English	S.Sc	Maths	2 nd Lang	S.Sc
	08/06/23	Qatar History	Qatar History	Qatar History	Qatar History	Qatar History	Qatar History	Qatar History	Qatar History
September	11/06/23	2 nd Lang	EVS	Maths	Computer	2 nd Lang	3 rd Lang	Science	2 nd Lang
	18/06/23	---	---	---	---	---	---	---	---
	04/09/23	---	---	---	---	---	---	---	---
October	11/09/23	M.Sc/L.St	M.Sc/L.St	M.Sc/L.St	M.Sc/L.St	HALF-YEARLY EXAMINATION			
	18/09/23	---	---	---	---				
	25/09/23	---	---	---	---				
November	02/10/23	---	---	---	---	Qatar History	Qatar History	Qatar History	Qatar History
	09/10/23	Qatar History	Qatar History	Qatar History	Qatar History	---	---	---	---
	16/10/23	---	---	Computer	2 nd Lang	---	---	---	---
	23/10/23	Computer	English	2 nd Lang	Maths	3 rd Lang	English	3 rd Lang	English
	30/10/23	EVS	Computer	3 rd Lang	EVS	English	S.Sc	English	3 rd Lang
December	06/11/23	Maths	Maths	English	3 rd Lang	Math	Science	S.Sc	Maths
	13/11/23	---	---	---	---	---	---	---	---
	20/11/23	English	2 nd Lang	EVS	English	Science	2 nd Lang	Maths	Science
January	27/11/23	2 nd Lang	EVS	Maths	Computer	S.Sc	Maths	2 nd Lang	S.Sc
	04/12/23	Qatar History	Qatar History	Qatar History	Qatar History	2 nd Lang	3 rd Lang	Science	2 nd Lang
	07/12/23	---	---	---	---	Qatar History	Qatar History	Qatar History	Qatar History
February	11/12/23	---	---	---	---	---	---	---	---
	08/01/24	---	---	---	---	---	---	---	---
	15/01/24	---	---	---	---	---	---	---	---
	22/01/24	---	---	Computer	2 nd Lang	---	---	---	---
February	29/01/24	Computer	English	2 nd Lang	Maths	---	---	---	---
	05/02/24	EVS	Computer	3 rd Lang	EVS	---	---	---	---
	08/02/24	---	---	---	---	Qatar History	Qatar History	Qatar History	Qatar History
	12/02/24	Maths	Maths	English	3 rd Lang	REVISION EXAMINATION			
	19/02/24	English	2 nd Lang	EVS	English				
Annual Examination	26/02/24	2 nd Lang	EVS	Maths	Computer	ANNUAL EXAMINATION			
	29/02/24	Qatar History	Qatar History	Qatar History	Qatar History				
March	04/03/24	M.Sc/L.St	M.Sc/L.St	M.Sc/L.St	M.Sc/L.St	ANNUAL EXAMINATION			
	11/03/24	---	---	---	---				

i). Under no circumstances, retest will be conducted and the student may not be eligible for scholar badge

ii). The dates of the Weekly tests and Examinations are subject to change.

iii). Half-Yearly Examination (V-VIII) September, 2023

iv). Revision Examination (V-VIII) February, 2024

v). Annual Examination (I-VIII) February- March, 2024



WEEKLY TEST SCHEDULE SKELETON NEW (IX-XII) 2023-24

Date		IX	X	XI	XII
March	13/03/23	—	—	—	—
	20/03/23	—	—	—	—
	27/03/23	—	—	—	—
April	03/04/23	—	—	—	BIO/C.SC/P.ED/ECO/Eng. Graphics
	10/04/23	—	—	—	English
	17/04/23	—	—	—	Physics/Accountancy/Political Science
	24/04/23	—	—	—	—
May	01/05/23	—	—	—	—
	08/05/23	2 nd Language	English	—	Maths/Applied Maths/Psychology
	15/05/23	English	2 nd Language	—	Chemistry/Business Studies/History
	22/05/23	Social Science	Mathematics	FIRST TERM EXAMINATION	FIRST TERM EXAMINATION (THEORY)
	29/05/23	Science	Social Science		
05/06/23	Mathematics	Science			
June	08/06/23	Qatar History	—	—	FIRST TERM EXAMINATION (PRACTICAL)
	12/06/23	—	—	—	
	19/06/23	—	—	—	
	04/09/23	HALF-YEARLY EXAMINATION	HALF-YEARLY EXAMINATION	English	
11/09/23	Physics/Accountancy/Political Science			English	
18/09/23	Maths/Psychology			Physics/Accountancy/Political Science	
25/09/23	Chemistry/Business Studies/History			Maths/Applied Maths/Psychology	
October	02/10/23	Qatar History	—	BIO/C.SC/P.ED/ECO/Eng. Graphics	Chemistry/Business Studies/History
	09/10/23	—	—	HALF-YEARLY PRACTICAL EXAMINATION	HALF-YEARLY EXAMINATION-THEORY
	16/10/23	2 nd Language	English		
	23/10/23	English	2 nd Language		
	30/10/23	Social Science	Mathematics	HALF-YEARLY EXAMINATION-THEORY	
06/11/23	Science	Social Science	—	—	
November	13/11/23	—	—	—	—
	16/11/23	Mathematics	Science	English	—
	20/11/23	—	—	Physics/Accountancy/Political Science	—
	27/11/23	—	FIRST PRE-BOARD EXAMINATION	Maths/Psychology	FIRST PRE BOARD EXAMINATION
	04/12/23	—		Chemistry/Business Studies/History	
December	07/12/23	Qatar History	—	—	
	11/12/23	—	—	BIO/C.SC/P.ED/ECO/Eng. Graphics	
January	08/01/24	—	—	REVISION TEST	BOARD PRACTICAL EXAMINATION
	15/01/24	REVISION EXAMINATION	SECOND PRE-BOARD EXAMINATION	ANNUAL PRACTICAL EXAMINATION	
	22/01/24				
	29/01/24			—	
February	05/02/24	ANNUAL EXAMINATION	—	—	SECOND PRE-BOARD EXAMINATION
	12/02/24		—	ANNUAL EXAMINATION	
	19/02/24		BOARD EXAMINATION		—
	08/02/24	Qatar History			
March	04/03/24	NEW ACADEMIC YEAR BEGINS	—	—	
	11/03/24		—	—	

i). Under no circumstances, retest will be conducted and the student may not be eligible for scholar badge

ii). The dates of the Weekly tests and Examinations are subject to change.

iii) First Term Examination (XI & XII) May-June, 2023

iv) Half-Yearly Examination (IX & X) September, 2023

v) Half-Yearly Examination (XI & XII), October, 2023

vi) First Pre Board Examination (X), November-December, 2023

vii) First Pre Board Examination (XII) December, 2023

viii) Revision Test (IX & XI) January, 2024

ix) Second Pre Board Examination (X & XII) January-February, 2024

x). Annual Examination (IX & XI) February, 2024

xi) Board Examination (X & XII) February-March, 2024



SPECIAL ASSEMBLIES 2023-2024 (CLASSES NURSERY TO CLASS V)

Events	Date & Month
Earth Day	May 1
Environment Day	June 5
Independence Day	August 15
Festivals	November
Qatar National Day	December 18
Safety Day	January
Republic Day	January 26

SPECIAL EVENTS 2023-2024 (VI-XII)

Investiture Ceremony
Scholar Badge Award Ceremony
100% Attendance Felicitation Ceremony
Encuesta Inter School Quiz Competition for Middle School
Exhibition –Science & Mathematics
Annual Day
Independence Day
Teacher's Day
TEDx
DPS-MIS Doha MUN
Alumni Meet
Language Day
Rendezvous-Cultural & Sports (VI-VIII)
Rendezvous- Cultural & Sports (VI-XII)
Republic Day
Farewell - Class XII
Educational trips and Picnics
Board Results Award Ceremony



Professional Development Plan: 2023-2024

S.No	MONTH	TITLE OF THE WORKSHOP	NAME OF THE RESOURCE PERSON	STAFF / VENUE
1.	March 26, 2023	Induction Programme for all Staff for 2023-24	Vice Principal/ HM	All Teachers
2.	March 27, 2023	Using Technology Tools in Classroom teaching	Ms.Shaheeda, Ms.Tini Ms.Priyadharshini N Ms.Bharati	Teachers from Nursery - IX
3.	March/April/May 2023	Topic: Online Capacity Building Program on Class IX Artificial Intelligence Curriculum	Teacher training sessions conducted by CBSE in partnership with Microsoft	All Computer teachers from VI - XII
4.	March 27, 2023	Mental Health and Well-Being (Session with the counselor & Special educator)	Ms.Sujithra.C Ms.MelbinSiji Ms.Asima Ms.Amanda	Teachers Nursery - V
5	March 27, 2023	Preparation of Syllabus/L.P/ Activities/Project / ASSIGNMENT/ Action Plan for different kinds of achievers /Anecdotal Records/ SEN ACTION PLAN	Heads of the Department	Teachers of Nur- XII
6	March 28, 2023	QNSA Procedure Updation	QNSA Team	All Teachers (Grade Nur-XII)
7	March 28, 2023	Teaching Strategies in Arabic & Islamic Studies	Mr.Moaz Mr.Anwar Mr.Aijaz Mr.Rabi Ul Islam	Teachers of Islamic & Arabic Dept.
8	April 2023	Teaching Methodologies in Qatar History	Heads of the Department	Teachers of I - IX
9	April 2023	Preparation of Timetable, class allotments, general briefing	Academic Coordinators	Teachers of Nur-XII



10	12 th April 2023	Training for School Quality Assessment and Assurance (SQAA)	CBSE	Principal, VP's Ms.Ashraf Sultana Ms.Sini Menon
11	May 2023	Training for New Education Policy, Classroom Management, and Learning Outcomes	Dr.Saurabh Malhotra Ms.Nishtha Kwatra (CBSE Resource Person)	Delegated Teachers
12	May 2023	CBSE Master training for Economics	Dr.Saurabh Malhotra Ms.Nishtha Kwatra (CBSE Resource Person)	Economics & Social Studies teachers
13	May 2023	Activity Based Learning	TBA	Teachers Nursery - X
14	June 2023	Awareness on Safety and Security aspects in a School	Safety Department	All Teachers
15	July 2023	Various CBSE Online workshops	CBSE Assigned Topics	All teachers
16	August 2023	Strategies to identify and cater to the needs of SEN students	Counsellors & Special Educators	All teachers
17	August 2023	Orientation for CBSE Class XI & XII registration	Mr. Jose CBSE Coordinator	Teachers of XI-XII
18	August 2023	Awareness Programme for MOE 3 compulsory subjects.	Ms. Shifa Shaikh Vice Principal Junior School	Teachers of Qatar History, Islamic Studies & Arabic Dept.
19	August 2023	Enhancing Teaching Practices (Subject Enrichment)	Heads of the Department	All teachers
20	September 2023	Best Practices (Topic to be decided)	TBA	Gulf Sahodaya - Qatar Chapter for Indian Schools
21	September 2023	Effective Usage of Library Resources	Librarians	All Teachers
22	October 2023	Orientation for CBSE Class IX & X registration	Ms. Ashraf Sultana CBSE Coordinator	Teachers of IX-X
23	November	Physical Fitness and well-being	PE Department	All teachers



24.	December 2023	My Values, My Identity Promoting Qatar National Identity	TBA	Teachers Nur - X
25	December 2023	Various CBSE Online workshops	CBSE Assigned Topics	All teachers
26	January , 2024	Orientation for class X & XII board examination	Ms.Asna Nafees Principal & CBSE Coordinators	All Teachers in Class VI - XII
27	February , 2023	Orientation for internal examination	Vice Principal, Headmistress, Academic Coordinators.	All Teachers Class VI - IX

**“Joy does not rain upon you –it blossoms
from with it. Whatever the situation, if you
are joyful, Life is a celebration”**



دي بي اس - المدرسة الهندية الحديثة

DPS - MODERN INDIAN SCHOOL

Doha-Qatar

Our School motto

“Service before Self”