



STANDARD OPERATIVE PROCEDURE

1. *It is the responsibility of all Supervisors, Departmental Heads, House Coordinator, House In-charges, In-charges of various clubs and committees to go through the Academic Calendar and know which observation/celebration(s) is/are to be conducted under their leadership in the current Academic Year 2026-27.*
2. *The concerned I/C teacher must call a meeting of all the members of his/her own department to chalk out a raw strategy for the observation/celebration.*
3. *He/she must take initiative to call a meeting of all the Supervisors, Function I/C and senior teachers to discuss on the minute details of the observation/celebration before one week. In such meetings the following points must be finalized-*
 - a. *Notification to students/parents*
 - b. *Preparation of E-Invitation Card/Printed Cards (in case of grand functions)*
 - c. *Guest/ Guests to be invited*
 - d. *Arrangement of Tilak for the guests at the front gate*
 - e. *Escorting the guests to the Conference Hall and offer of refreshment*
 - f. *Stage decoration and seating arrangement of the dignitaries*
 - g. *Seating arrangement of the student audience*
 - h. *Number and class of students and teachers to be involved in the observation/celebration*
 - i. *Felicitation of the guests (list of articles)*
 - j. *Colour, size and content of the flex*
 - k. *Agenda with approximate time and charge distribution among teachers*
 - l. *Student anchors to be chosen and prepared by teachers. Teacher anchors to be guided by Supervisors and senior teachers*
 - m. *Escorting the guests for departure*
4. *After finalization of everything the concerned I/C teacher must design the flex and prepare agenda along with charge distribution and send it to the Function I/C before 24 hours of the conduct of the event.*
5. *The Function I/C must post the same in the WhatsApp Group of the Executive Body for final consent of the Principal and other members.*

6. *After verification, the Executive Body must intimate if any modification is to be made either in the agenda or flex or charge distribution.*
7. *After getting approval of the Executive Body, the concerned Head must proceed ahead to conduct the observation/celebration successfully.*
8. *After the event is over, a collage of important photographs along with school heading and brief report must be prepared by the Photography Club and posted in the DAV SCB MPS Teachers WhatsApp group within one hour of the completion of the observation/celebration.*
9. *A media coverage may be done if required.*
10. *During the observation, the Visitor's Book must be handled by the members of the department organizing the event.*



DAILY ASSEMBLY

Monday	Welcome Quote, Pledge, News, Innovative & Motivating News of Last Week / Amazing facts /Poem Recitation. Prayer : Itni Shakti, Language - Hindi
Tuesday	Welcome Quote, Pledge, News, Idioms/ Word of the day. Prayer :Ae Malik Tere, Language - Hindi
Wednesday	Welcome Quote, Pledge, News, Book review by Teachers. Prayer: Om Hai Jivan, Language - English
Thursday	Welcome Quote, Pledge, News, Speech on Environmental Changes / Health Speech. Prayer: Manasa Sattattam, Language - English
Friday	Welcome Quote, Pledge, News, Speech by the Leader. Prayer: Ki Sundara , Language - Odia
Saturday	Welcome Quote, Pledge, News, Patriotic / Devotional Song. Prayer: Twameva Mata, Language – Odia



April 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Utkal Diwas & Foundation Day (Odia Dept.)	2	3  Good Friday	4
5	6	7 World Health Day (Health & Hygiene Club)	8	9	10	11 2nd Saturday
12	13	14 Maha Vishuba Sankranti & Dr. Ambedkar Jayanti (SSc. Dept.)	15	16	17	18
19 Mahatma Hansraj Birthday (Hawan and House Co- ordinator)	20	21	22	23	24	25
26	27	28  Madhusudan Jayanti/ Swabhiman Diwas (Odia Dept.)	29	30	31	



May 2026

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4 Summer Camp Starts	5	6	7	8 World Red Cross Day (Health & Hygiene Club)	9 2nd Saturday Summer Camp Ends
10	11 Summer Vacation Starts	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



June 2026

SUN	MON	TUE	WED	THU	FRI	SAT
29	1	2	3	4	5 World Environ- ment Day (Eco Club)	6
7	8	9	10	11	12	13 2nd Saturday
14	15	16	17 Summer Vacation Ends	18	19 National Reading Day (Literary Club & Library in Assembly)	20
21 International Yoga Day (Yoga & Sports Dept.)	22	23	24	25	26  Muharram	27
28	29	30				



July 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Van Mahotsav Week Starts (ECO Club & EEDP)	2	3 Paper Bag Day EEDP	4
5	6	7 Van Mahotsav Week Ends	8	9	10	11 2nd Saturday
12	11	12	15	16 Rath Yatra 	17 National Reading Month Ends	18
19	18	19	22	23	24	25
26 KARGIL VIJAY DIWAS  (NCC & Scout & Guide)	27 Periodic Test I Starts	28 International Tiger Day (EEDP)	29	30	31	



August 2026

SUN	MON	TUE	WED	THU	FRI	SAT
30	31					1 Periodic Test I Ends
2 Friendship Day (EEDP)	3	4	5	6	7	8 2nd Saturday Quit India (SST. Dept.)
9	10	11	12	13 Investiture Ceremony (House Coordinator & Cabinet)	14	15  75 TH ANNIVERSARY INDEPENDENCE (SST. Dept., Sports & House)
16	17	18	19	20	21	22
23	24	25	26  Birthday of Prophet Mohammed	27  Happy Raksha Bandhan	28	29  NATIONAL SPORTS DAY (Physical Education Dept.)



September 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1 National Nutrition Week (EEDP)	2	3	4 Janmashtami	5 Teachers Day (EEDP, Function Dept. & House)
6	7	8	9	10	11	12 2nd Saturday
13	14  Ganesh Puja	15 Nua Khai	16 World Ozone Day (Science Dept. in Assembly)	17	18	19
20	21	22	23	24	25	26 Grandparents Day (EEDP)
27	28	29	30			



October 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1 Joy of Giving Week Starts (Scout & Guide)	2  Gandhi & Shastri Jayanti (SSC. Dept.)	3
4 Animal Welfare Day (Eco Club)	5	6 Half Yearly Exam Starts	7 Joy of Giving Week Ends	8	9  Gopabandhu Jayanti (Odia Dept)	10 2nd Saturday Mahalaya
11	12	13	14	15 National Students' Day (Science Dept. & Quiz Club) Hand Washing Day (EEDP)	16 World Food Day (EEDP) Half Yearly Exam Ends	17 Durga Puja Vacation Starts
18	19	20	21	22	23	24
25	26 Durga Puja Vacation Ends	27	28	29	30	31 World Unity Day (SSc. Dept. in Assembly & Heritage Club)



November 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8  Diwali	9	10	11	12 Awareness on Water & Air Pollution (Science Dept.)	13	14 2nd Saturday Children's Day (EEDP & Function Dept.) Book Fair (Library)
15	16	17	18	19	20	21
22	23	24 Rasa Purnima/ Guru Nanak Jayanti	25	26 Constitution Day (Social Science Dept. in Assembly)	27	28
29	30					



December 2026

SUN	MON	TUE	WED	THU	FRI	SAT
		1 World Aids Day (Health & Hygiene Club) Prathmashtami	2 World Computer Literacy Day (Comp. Dept. in Assembly)	3	4	5
6	7	8	9	10	11	12 2nd Saturday
13	14 Energy Conservation Day (Science Dept. in Assembly)	15	16	17	18	19
20	21	22 Mathematics Day (Maths Dept.)- Quiz Competition among local schools	23	24 Christmas Eve (EEDP)	25  Christmas Day (EEDP)	26 Winter Vacation Starts
27	28	29	30	31		



January 2027

SUN	MON	TUE	WED	THU	FRI	SAT
					1 Winter Vacation Ends	2
3	4 Summer Camp Starts	5	6	7	8 World Red Cross Day (Health & Hygiene Club)	9 2nd Saturday Summer Camp Ends
10	11 International Thank You Day (EEDP)	12 National Youth Day (House Coordinator in Assembly)	13 Fakir Mohan Jayanti (Odia Dept.)	14 Makar Sankranti/ Pongal	15 Indian Army Day (EEDP) Periodic Test II Starts	16
17	18	19	20	21 Periodic Test II Ends	22	23 Netaji & Veer Surendra Sai Jayanti (Odia Dept. in Assembly)
24	25	26 HAPPY Republic Day 78th Republic Day	27	28	29	30 Martyrs Day (SSc. Dept. in Assembly & Heritage Club)



February 2027

SUN	MON	TUE	WED	THU	FRI	SAT
28	1	2	3	4	5	6
7	8 Annual Exam Starts Tentatively	9	10	11  Saraswati Puja	12 Maharshi Dayanand Saraswati Jayanti (Hawan Dept.)	13 2nd Saturday
14	15	16	17	18	19	20
21 International Mother Language Day (Literary Club)	22	23	24	25	26	27
28 National Science Day (Science Dept.)						



March 2027

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6  Mahashivratri (Hawan Department)
7	8 International Women's Day (Male Teachers)	9	10	11	12	13 2nd Saturday
14	15	16	17	18	19	20
21	22  Dola Purnima	23  Holi	24	25	26  Good Friday	27
28	29	30	31			

DATE LIST FOR INSIDE COMPETITIONS – STD III TO V			
MONTH	DATE	ACTIVITY	TEACHER INCHARGE
JUNE	26/6/2026	POSTER MAKING	SUNKI DANSANA
JULY	4/7/2026	ODIA DEBATE	KHARASMITA MOHAPATRA
JULY	11/7/2026	SOLO DANCE PRELIMS	IPSITA MOHANTY
JULY	18/7/2026	SOLO DANCE FINAL	IPSITA MOHANTY
JULY	25/7/2026	SOLO MUSIC PRELIMS	ARCHANA JENA
AUGUST	8/8/2026	SOLO MUSIC FINAL	ARCHANA JENA
AUGUST	22/8/2026	CLAY IDOL MAKING	SUNKI DANSANA and Respective Class Teachers
AUGUST	29/8/2026	ENGLISH ELOCUTION and CHESS	SUSMITA NAYAK and KISANJIT BEHERA
SEPTEMBER	12/9/2026	ENGLISH DEBATE	JYOTI MOHANTY
SEPTEMBER	19/9/2026	ROPE SKIPPING	KISANJIT BEHERA
SEPTEMBER	26/9/2026	HINDI ESSAY WRITING	PRATYASHA PARICHA SUMANRANI CHARCHA
OCTOBER	31/10/2026	ODIA ESSAY WRITING	KHARASMITA MOHAPATRA
NOVEMBER	7/11/2026	ENGLISH ESSAY WRITING	KADAMBINI MOHAPATRA
NOVEMBER	21/11/2026	ODIA CREATIVE POEM WRITING	SITANSU KUMARI PADHI
NOVEMBER	28/11/2026	HINDI KAVITA PATH	PRATYASHA PARICHA SUMANRANI CHARCHA

Note-

- Each student can participate in any three competitions.**
- Parents are required to communicate the above information by choosing any three competitions in the student's diary.**
- The activity stands null and void if the number of participants is less than five.**

DATE LIST FOR INSIDE COMPETITIONS – STD VI TO VIII

MONTH	DATE	ACTIVITY	TEACHER INCHARGE
JUNE	27.06.2026	ENGLISH DEBATE(PRELIMS)	SOURAV NAYAK
JULY	04.07.2026	ENGLISH DEBATE (FINAL)	SOURAV NAYAK
JULY	11.07.2026	BADMINTON	SUCHITRA NATH
JULY	18.07.2026	ODIA SELF COMPOSED POEM	PAVITRA R. BOHRA
JULY	25.07.2026	ANCHORING (ENGLISH/HINDI/ODIA)	JAYASHREE BHOI
AUGUST	08.08.2025	SOLO DANCE(PRELIMS)	ARCHANA JENA
AUGUST	22.08.2026	TABLE TENNIS	KISANJIT BEHERA
AUGUST	22.08.2026	SOLO DANCE(FINAL)	SABDALIPI MOHANTY
AUGUST	29.08.2026	KHO-KHO (BOYS/GIRLS)	SUCHITRA NATH
SEPTEMBER	12.09.2026	KABADDI(BOYS/GIRLS)	KISANJIT BEHERA
SEPTEMBER	19.09.2026	SOLO SONG(PRELIMS)	IPSITA MOHANTY
SEPTEMBER	26.09.2026	POSTER MAKING	PRIYANKA BHOI
SEPTEMBER	26.09.2026	SOLO MUSIC (FINAL)	PRIYANKA P. NAYAK
OCTOBER	31.10.2026	ROLE PLAY	DEV DARSHI NAYAK
NOVEMBER	07.11.2026	CRICKET	KISANJIT BEHERA
NOVEMBER	21.11.2026	COMPUTER QUIZ	SASMITA SAMAL
NOVEMBER	28.11.2026	FOOTBALL	KISANJIT BEHERA /SUCHITRA NATH

*** 11/07/2026(tentative) INTER HOUSE MEGA QUIZ ON JAGANNATH SANSKRITI will be conducted by the Quiz Committee.**

*** 25/08/2026 INTER HOUSE MEGA QUIZ ON ODISHA RA PARBA PARBANI will be conducted by the Quiz Committee.**

NOTE-

- 1. Each student can participate in any three competitions.**
- 2. Parents are required to communicate the above information by choosing any three competitions in the student's diary.**

DATE LIST FOR INSIDE COMPETITIONS – STD IX to XII			
MONTH	DATE	ACTIVITY	TEACHER INCHARGE
JUNE	27.06.2026	ADVERTISEMENT	PRAPTI PATTNAIK, PRITY MISHRA
JULY	04.07.2026	CHESS (BOYS&GIRLS)	SPORTS DEPARTMENT
JULY	11.07.2026	SELF COMPOSED POEM WRITING(ENGLISH)	SASWATI SURAMA DAS, BISHNUPRIYA PANIGRAHI
JULY	18.07.2026	BADMINTON (BOYS & GIRLS)	SPORTS DEPARTMENT
JULY	25.07.2026	ENGLISH DEBATE	SOUMYASHREE DASH, PRAPTI PATTNAIK
AUGUST	08.08.2026	ODIA DEBATE	SASMITA SAHOO, DIPTIMAYEE OJHA
AUGUST	22.08.2026	TABLE TENNIS, TAEKWONDO/KARATE (BOYS&GIRLS) & RANGOLI COMPETITION	DEPARTMENT OF SPORTS/ART/YOGA
AUGUST	29.08.2026	ENGLISH ESSAY WRITING	PRAJAKTA DAS, BHAKTILATA OJHA
SEPTEMBER	12.09.2026	ODIA ESSAY WRITING	SAURAV NAYAK, SATIKANTA MISHRA
SEPTEMBER	19.09.2026	KABADDI(BOYS&GIRLS)	SPORTS DEPARTMENT
SEPTEMBER	26.09.2026	SOLO DANCE (PRELIM)	IPSITA MOHANTY, JAYASHREE BHOI
OCTOBER	31.10.2026	SOLO DANCE (FINAL)	IPSITA MOHANTY, JAYASHREE BHOI
NOVEMBER	07.11.2026	POSTER DESIGNING, CRICKET	MANISHA PRADHAN, SPORTS DEPARTMENT
NOVEMBER	21.11.2026	FOOTBALL	SPORTS DEPARTMENT
* 11/07/2026(tentative) INTER HOUSE MEGA QUIZ ON JAGANNATH SANSKRITI will be conducted by the Quiz Committee. * 25/08/2026 INTER HOUSE MEGA QUIZ ON ODISHA RA PARBA PARBANI will be conducted by the Quiz Committee.			

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