



STANDARD OPERATIVE PROCEDURE

FOR OBSERVATIONS AND CELEBRATIONS

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 2025-26.*
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	Prayer - Itni Shakti, Language - Hindi Activities - Welcome Quote, Pledge, News, Thought of the Day, Word of the day, Teacher's Talk
Tuesday	Prayer - Ae Malik Tere, Language - Hindi Activities - Welcome Quote, Pledge, News Thought of the Day, Word of the day, Student's Talk
Wednesday	Prayer - Om Hai Jivan, Language - English Activities - Welcome Quote, Pledge, News Thought of the Day, Word of the day, Teacher's Talk
Thursday	Prayer - Manasa Sattattam, Language - English Activities - Welcome Quote, Pledge, News Thought of the Day, Word of the day, Student's Talk
Friday	Prayer - Ki Sundara , Language - Odia Activities - Welcome Quote, Pledge, News Thought of the Day, Word of the day, Teacher's Talk
Saturday	Prayer - Twameva Mata, Language – Odia Thought of the Day, Activities - Welcome Quote Pledge, News, Word of the Day, Student's Talk



APRIL 2025

SUN	MON	TUE	WED	THU	FRI	SAT
		1 Utkal Diwas Odia Dept.	2	3	4	5 Expression Series (Online)
6 Ram Navami	7 World Health Day EEDP, First Aid - Health & Hygiene Club	8	9	10	11	12 2 nd Saturday
13	14 Maha Vishuba Sankranti & Dr. Ambedkar Jayanti Dept. of SST	15 World Art Day Art Dept.	16	17	18 World Heritage Day Social Heritage Club Good Friday	19 Birth Anniversary of Mahatma Hansraj Hawan & House Coordinator
20	21	22 World Earth Day EEDP, Science Dept. & ECO Club	23 World Book & Copyright Day, English Language Day, Dept. of Library & English	24	25	26
27	28 Madhusudan Jayanti/ Swabhiman Diwas Odia Dept.	29	30			



MAY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
				1 Summer Camp Starts	2	3 Budding Authors Programme (Online)
S U M M E R V A C A T I O N						
4	5	6	7	8 World Red Cross Day First Aid - Health & Hygiene Club	9	10 2nd Saturday
S U M M E R V A C A T I O N						
11 National Technology Day Dept. of IT	12 Summer Vacation Starts	13	14	15 Summer Camp Ends	16	19
S U M M E R V A C A T I O N						
18	19	20	21	22	23	26
S U M M E R V A C A T I O N						
25	26	27	28	29	31	

Student Enrichment Activity - 2025 - Science Challenge (Online)

Budding Authors Programme - May to September 2025 (Online)



JUNE 2025

SUN	MON	TUE	WED	THU	FRI	SAT
29	30					
1	2	3	4	5 World Environment Day EEDP & Eco Club	6	7 Meeting with students with Special Needs
SUMMER VACATION						
8	9	10	11	12	13	14 Familiari- sation Session (PTM
SUMMER VACATION						
15	16	17	18 Summer Vacation Ends	19 National Reading Day Literary Club & Library Reading Month Starts	20	21 International Day of Yoga EEDP, Yoga & Sports Dept. Solo Song (Sub Junior Std. 3 to 5)
SUMMER VACATION				26 International Day against Drug Abuse & illicit trafficking Scout & Guide	27 Ratha Yatra	28 Odia Debate (Std. 3 to 8)
22	23	24	25			



JULY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
		1 National Doctors Day First Aid - Health & Hygiene Club Van Mahotsav Week Starts ECO & EEDP	2	3 Paper Bag Day EEDP Solo Dance (Prelim) (Std. 3 to 5)	4 English Debate (Std. 3 to 8)	5
6	7 Van Mahotsav Week Ends	8	9	10 Solo Dance Sub- Junior (Final) Std. 3 to 5	11 World Population Day Dept. of SST English Debate(Std. 9 to 12)	12 2nd Saturday Odia Self Composed Poem Writing (Std. 6 to 12) PTM with Subject Teachers
13	14	15	16	17	18 National Reading Month Ends	19
20	21 P.A-1 Exam Starts (Std 3 to 12)	22	23	24	25	26 Kargil Diwas NCC & Scout & Guide Hindi Debate (Senior) Std. 9 & 10 P.A-1 Exam Ends
27 Muharram	28	29 International Tiger Day Science Dept. & EEDP Solo Patriotic Song (Prelim) Std. 3 to 5	30	31 Hindi Poster Making (Std.3 to 5)		

Student Enrichment Activity - 2025 - Aryabhata Ganit Challenge (Online)

CBSE Reading Challenge, CBSE Games - July to September



AUGUST 2025

SUN	MON	TUE	WED	THU	FRI	SAT
31					1	2 Odia Debate (Std. 9 to 12)
3 Friendship Day EEDP	4	5 Solo Patriotic Song (Prelim) Std. 6 to 8	6 Rakshi Making Std. 3 to 5 Art & Craft	7 Solo Patriotic Song (Prelim) Std. 9 to 11	8 Quit India Movement Day SST. Dept Spell Bee (Std. 3 to 8)	9 Raksha Bandhan EEDP
10	11 Solo Patriotic Song (Final) Std. 3 to 11 Sanskrit Week Starts	12 Librarians Day Dept. of Library	13 Investiture Ceremony House Coord. Poster Making Std 6 to 8	14	15 78 th Independence Day EEDP, Function & Sports Dept.	16 Janmasthan EEDP Sanskrit Week Ends
17	18	19	20	21	22 Solo Dance (Prelim) Std.5 to 8 English Speech (Std. 9 to 12)	23 Hindi Motivational Talk (Std. 7 & 8)
24	25	26	27 Ganesh Puja EEDP	28 Nua Khai	29 National Sports Day Sports Dept. Solo Dance (Final) Std. 5 to 8	30 Odia Anchoring (Std. 3 to 8)

Student Enrichment Activity – 2025 - Aryabhata Ganit Challenge (Online)

Heritage India Quiz (Online/Offline) – July to December



SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1 National Nutrition Week EEDP	2 Odia Anchoring Std. 9 to 12	3	4	5 Prophet Muhammad Jayanti Teachers' Day, EEDP, Function Dept. & House	6 Hindi Essay Writing (Std. 5 to 10)
HINDI & SWACHHATA PAKHWADA						
7	8 Grand Parents Day EEDP Intra-mural Competitions start Sports Dept.	9	10	11	12 First Aid - Day EEDP	13 2 nd Saturday Programmer Day (Quiz) IT DEPT Intra-mural Competitions
HINDI & SWACHHATA PAKHWADA (Dept. of Hindi, ECO Club & Scout & Guide)						
14 Hindi Divas Hindi Dept.	15 H.Y Exam Starts	16 World Ozone Day Science Dept. & Eco Club	17	18	19	20
HINDI PAKHWADA DAY						
21 Mahalaya	22	23	24	25	26	27 H.Y Exam Ends
28	29 Durga Puja Vacation Starts EEDP	30				

Student Enrichment Activity - 2025 - Story Telling Competition (Online)

Science Exhibition September to December



OCTOBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Joy of Giving Week Starts Scout & Guide Wild Life Week Starts Eco Club	2 Gandhi & Shastri Jayanti EEDP & SST Dept.	3	4 Animal welfare Day EEDP & Eco Club
5	6	7 Joy of Giving Week Ends Kumar Purnima Wild Life Week Ends	8 Durga Puja Vaccation Ends	9 Gopabandhu Jayanti Odia Dept.	10	11 2 nd Saturday Orientation on Mental Health
12	13	14 Solo Song (Prelim) Std.6 to 8	15 National Students' Day Dept. of Sc. & Quiz Club Hand Washing Day EEDP & Health & Hygiene Club	16 World Food Day EEDP Solo Song (Prelim) Std.3 to 5	17 English Anchoring Std. 3 to 8) Diya Making Art & Craft Std. 3 to 5	18 Odia Essay Writing Std. 3 to 5
19	20 Hindi Poem Recitation Std. 3 to 5	21 Diwali	22 Solo Song (Prelim) Std. 3 to 5	23	24 Solo Song (prelim) Std.9 to 11 Eng Mono Action (Std. 9 to 12)	25 Solo Dance (prelim) Std. 9 and 11
26	27	28	29 State Disaster Preparedness Day Disaster Management Club	30	31 World Heritage Day Dept. of SST & Heritage Club Halloween Day EEDP	



NOVEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
30						1 English Essay Writing Std. 9 to 12
2	3	4	5 Rasa Purnima / Guru Nanak Birthday EEDP	6	7 Cancer Awareness Day Science & Health Dept. English Mono Action Std. 3 to 8	8 2 nd Saturday Hindi Handwriting Std. 3 to 5 Meeting with Counsellor phase wise
9	10 World Science Day EEDP	11 National Education Day Dept. of Library	12 Prathamastami	13 Annual Exhibition Dept. Of Science	14 Children's Day EEDP & Function Dept. Solo Song & Dance (Final) Std.9 to 11 Book Week Starts (School Library)	15
16	17 Balidan Diwas NCC & Scout Guide	18	19	20 Book Week Ends	21	22 Odia Essay Writing Std. 6 to 8
COMMUNAL HARMONY WEEK House Coordinator, Dept. of Music & Dance						
24	25 P.A-3 Exam Starts	26 Constitution Day SST Dept.	27	28 English Poster Designing Std.11	29	30 P.A-3 Exam Ends
COMMUNAL HARMONY WEEK						



DECEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1 World AIDS Day First Aid - Health & Hygiene Club Pre-Annual Exam Starts (Std.3 to 7)	2 World Computer Literacy Day Comp. Dept.	3	4	5	6 Pre-Annual Exam Ends
7 Indian Armed Force Flag Day NCC & Scout Guide	8 Indian Army Day EEDP	9	10 Human Rights Day SST Dept.	11 Annual Sports Day Department of Sports	12 Annual Sports Day Department of Sports	13 2 nd Saturday Hindi Anchoring Std. 8 & 9
14	15	16	17	18	19	20 Odia Essay Writing Std. 9 to 11
21	22 Mathematics Day EEDP & Math. Dept. Mathematica (Quiz)	23 National Farmers Day EEDP	24	25 Christmas Day EEDP	26 Annual Function Function Dept. & All Houses	27 Annual Function Function Dept. & All Houses
28	29	30	31			
WINTER BREAK						



JANUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1 Winter Break Ends	2 Pre - Annual/Pre- Board Exam Starts (Std.8 to 12)	3
4	5 Poster Making Std. 9 to 11 Art & Craft	6	7	8	9	10 2 nd Saturday Pre- Annual/Pre- Board Exam Ends Std.8 to 12 Orientation Programme Cyber Issues
11 International Thank You Day EEDP	12 National Youth Day House Coordinator	13 Fakir Mohan Jayanti Odia Dept.	14 Makar Sankranti / Pongal EEDP	15	16	17
NATIONAL ROAD SAFETY WEEK (Dept. of Sports)						
18	19	20	21	22	23 Saraswati Puja / Netaji Jayanti & Veer Surendra Sai Jayanti EEDP & Dept. of Odia	24
25	26 77 th Republic Day House Coordinator/ Sports Dept. & EEDP	27	28	29	30 Martyrs Day Social Science Department & Heritage Club	31



FEBRUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12 Maharshi Dayanand Saraswati Jayanti Dept. of Hawan	13	14 2 nd Saturday
15 Maha Shivaratri Dept. of Hawan	16	17	18	19	20	21 International Mother Language Day Literary Club & EEDP
22 World Scout Day Scout & Guide	23	24	25	26	27	28 National Science Day Science Dept.



MARCH 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 Dola Purnima World Wild Life Day EEDP	4 Holi National Safety Day EEDP	5	6	7
8 International Women's Day (Male Teachers)	9	10	11	12	13	14 2 nd Saturday Orientation Programme Senior School Parents
15	16	17	18	19	20 International Day of Happiness/ World Oral Health Day EEDP	21 Id - Ul - Fitre
22	23	24	25	26	27 Ram Navami	28
29	30	31				