

## THE SCHEDULE PROGRAMME

The academic session is divided into three quarters; each quarter covering a full unit and a part of next unit. After completion of each unit there will be unit test.

**First Quarter: 3.3.2025 to 14.5.2025** [60 days)

03.03.2025 – Beginning of general class XII

03.03.2025 – Beginning of Entrance Coaching

10.05.2025 – **First Unit Test**

**Second Quarter: 15.05.2025 to 05.08.2025** [63 days]

01.06.2025 to 16.06.2025 – Summer Vacation (off campus)

17.06.2025 – Reopening day of the college after Vacation

01.08.2025 – **Second Unit Test**

**Third Quarter: 06.08.2025 to 12.02.2026**

All literary competitions and sports activities to be completed in this quarter. Articles for Magazine should be contributed latest by **14<sup>th</sup> August 2025**.

16.08.2025 – Foundation day

29.09.2025 to 07.10.2025 – **Puja Vacation**

**24.10.2025 to 08.11.2025 – Test Examination** [74 days]

11.11.2025 – Commencement of Revision

**06.12.2025 to 19.12.2025 – V.S.T. - 1**

23.12.2025 & 24.12.2025 – **Annual Function**

26.12.2025 & 27.12.2025 – Internal Tests

28.12.2025 & 01.01.2026 – **X-mass Vacation**

02.01.2026 – Practical Examination followed by revision

*Self study with guidance of teachers till the end of the CHSE Annual Examination - 2026. Students will not be allowed to leave the hostel till the end of the examination.*

**Crash Course for competitive Examination 2026, if time permits.**

[N. B. : The above programme is subject to change under unavoidable situation. Only during the vacations the students are allowed to go home. For any other reasons the guardians/parents can take their wards home, only twice in one academic session. In such cases 2/3 days leave may be allowed after submitting undertaking to return to hostel in time or else fines will be imposed on erring students.]



Principal

**Kiit Higher Secondary School**

## **ACADEMIC PLAN AND PROGRAMME FOR 2025-2026 (Class XII )**



Name :	
Roll No.	I S 2 4 <input type="text"/> <input type="text"/> <input type="text"/>



**Kiit Higher Secondary School**

F U L L Y R E S I D E N T I A L

Bhubaneswar

## **ACADEMIC PLAN AND PROGRAMME FOR 2024 - 2025 (Class XII)**

1. The objective of the programme is strictly based to providing quality education for +2 students.
2. The teaching procedure is purely based on scientific methods to cover +2 syllabus which are very much helpful to entrance level tests.
3. The main focus of the students is to give fundamental & key based techniques to cover all short type questions.
4. The classes must be held in the respective well furnished room as per time table.
5. The last period of the time table is meant for doubt clearing & home assignments.
6. After completion of a chapter of a unit it will be examined and results will be published and the weakness area of the student is analysed properly and steps to be taken for improvement.
7. Multiple-choice based Question to the level of +2 and related to entrance level tests will be held as a detailed programme.
8. The results of all tests and performance reports will be communicated by digitally to parents/guardians.

### **LESSON PLAN AND REGISTER**

9. Lesson plan as per the syllabus shall be prepared by each teacher for the units allotted to him/her.
10. Lesson plan cum progress register of the teacher shall be maintained properly which will be reviewed by Principal.

### **STUDENT ATTENDANCE**

11. Regular attendance of students is maintained by each teacher in each class and put his/her full signature with date.
12. No guardians are allowed during the study hour to meet their wards.
13. Parent teachers meeting should be organized as per the date.
14. Examination of +2 & question bank strictly in council patterns should be followed in the examinations after completion of each units.
15. Answer sheets are given to the students for their reference and then rectified the mistakes.
16. Subject wise question bank may be made available to students and sets of questions are prepared by the teachers and preserved in the library for the reference of students.

### **CONDUCTING DEPARTMENTAL WORKSHOPS**

- Workshops are conducted by the departments for immediate access of questions
- Skill enhancement technique must be introduced by the departmental teachers.

### **LIBRARY, LABORATORY AND INFRASTRUCTURE FACILITY**

- School has adequate library facilities with sufficient text books, reference books & journals for the council level and for entrance level.
- The school campus is a compact one with securities for 24 hours of service.
- Laboratories' are well furnished and equipped with all the requirements of students practical.

### **CO CURRICULAR & EXTRA CURRICULAR ACTIVITIES**

- School should organize Annual Sports, Annual Cultural week celebrations Science Exhibition, Literary Competition etc every year.
- Yoga and self defence programmes for girls students are conducted at every week.
- All teachers of the college shall be assigned co-curricular and extra curricular duties in different teams led by senior most of the team.
- The Hostel Superintendent shall not continue for more than two academic years consecutively.
- The work of such teams shall be reviewed by the principal in the staff council meeting in the presence of Chairman at a regular intervals in which the attendance of all the members of the team is mandatory.
- All the teachers including principal shall perform duty for at least 7 hours on every working day (This is not approval to guest faculties), in addition to teaching teachers during the classes should visit the hostel & clear all the doubts of students. Teachers are advised to visit library & taking extra classes for weak students is mandatory.
- To verify all the academic activities an academic Council is constituted with the head of the institution and the academic coordinator to coordinate all members.
- Discipline committee is formed to look after the discipline of the college hostel.
- Antiragging cell, Sexual harassment redressal cell, Career Counselling cell, Internal quality assurance cell, are formed with a head of the each department.
- Special attention should be given for discipline and securities of Hostel & College campus.
- Activities affecting securities & privacy of students in the hostel & college shall be strictly prohibited.
- Proctorial system must be strengthened, each teacher must be assigned to guide a group of students. He will also remain in contact with parents/guardians of the students from time to time.

### **PRIVATE TUITION & WORKING HOUR**

- No teacher can engage him/herself in private tuition/coaching during the working hours.
- Principal shall take an under taking from every teacher to this effect in the beginning of academic session.
- Attendance Register/Biometric attendance for all teaching/Non teaching staff should be maintained & placed in Principal Chamber.
- Update website of the school must be maintained properly.