

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 and at the end of each quarter there will be quarterly test.

First Quarter: (01.07.2023 to 16.09.2023) [63 days]

01.07.2023 – XI class starts

10.08.2023 to 12.08.2023 – **First Unit Test**

11.09.2023 to 13.09.2023 – **1st Quarterly Examination**

Second Quarter: (18.09.2023 to 25.11.2023) [75 days]

01.11.2023 to 03.11.2023 – **Second Unit Test**

20.11.2023 to 22.11.2023 – **2nd Quarterly Examination**

21.10.2023 to 30.10.2023 – Puja Vacation (off campus)

Third Quarter: (27.11.2023 to 29.02.2024) [74 days]

23.12.2023 to 24.12.2023 – Annual Function

25.12.2023 to 31.12.2023 – X-mas holidays

02.01.2024 to 04.01.2024 – **Third Unit Test**

16.02.2024 to 18.02.2024 – **3rd Quarterly Examination**

05.03.2024 – **Annual Examination**

14.03.2024 – Commencement of 2nd year course

[N. B. : All the subject teachers are required to conduct weekly test of their subject informally which will help the students to know the subject thoroughly. Continuous evaluation will facilitate in improving the standard of students.



Principal

Kiit Higher Secondary School

ACADEMIC PLAN AND PROGRAMME

[For XI Class Course]

2023 - 2024



Name : _____

Roll No.

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Kiit Higher Secondary School

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

*Permanently Recognised by Govt. of Odisha
Affiliated to CHSE, Odisha*

ACADEMIC PLAN AND PROGRAMME FOR 2023 - 2024 (Class XI)

1. The objective of the programme is strictly based on 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 & concept based techniques to cover all short type questions.
4. The classes must be held in the respective of 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 grey 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 conducted as a detailed programme.
8. The results of all tests and performance reports will be communicated through digital medium 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 schedule.
14. Examination of +2 & Question Bank stick to council pattern should be followed on the examination 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 Question sets are prepared by experienced & expert faculties and preserved in the library for the reference of students.

CONDUCTING DEPARTMENT WORKSHOPS

- Workshops are conducted by the respective departments for immediate access of questions

- Skill enhancement tips & tricks must be introduced by the departmental teachers.

LIBRARY, LABORATORY AND INFRASTRUCTURE FACILITY

- School has adequate library facilities with sufficient text books, reference books, study materials & journals for the council level and for entrance level.
- The school campus is a compact one with 24x7 security CCT.V coverage.
- Laboratories' are well furnished and equipped with all the latest requirements of students practical classes.

CO CURRICULAR & EXTRA CURRICULAR ACTIVITIES

- School should organize Annual Sports, Annual Cultural week celebrations Science Exhibition, Literary Competition & Yoga session every year.
- Yoga and self defence programmes for girls students are conducted on 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 applicable 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, harmony, safety & 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 touch with parents/guardians of the students from time to time.