CORPORATE EDUCATIONAL AGENCY, DIOCESE OF IDUKKI

ACTION PLAN FOR 2010-11

June 2010

01	Re- Opening day –Pravesanotsav, Staff meeting.
07.	Sixth working day strength – submission of report
10.	Proposal for staff fixation with staff statement as on re-opening day.
11.	Feast of Sacred Heart of Jesus - Blessing of School.

July 2010

01	Statistical data - last date.
01	Indent for Question Papers – Catechism/ Moral Science – Last date
03	St. Thomas Day - Local Holiday
05	Submission of Name and address of staff as on 01-07-2010 – Last date
21	Teacher's Guild Representatives Meeting - 2 PM at Murickassery SMHSS

August 2010

02	Meeting of JRC, Scout – Guide, Animators Bishop's House 2 PM
02	List of Staff retiring on 31-03-2011
08.	Subject wise statement of staff (HS) - Last date.
08.	Registration for Counseling course for teachers –Last date
15.	Independence Day – Holiday.
16 –18.	Teacher's Seminar - Vazhathope, Nedumkandam and Erattayar Centers
20.	First Term Exam for Catechism & Moral Science. Onam Holidays begin.
24-27	Diploma Course for Counseling for Teachers - 1st session , Adimaly
30.	Re-Opening after Onam Holidays.

September 2010

01 & 02	Teacher's Seminar - Murickassery and Thokkupara Centers.
05.	Teachers Day.
10.	Ramzan - Holiday, Seminar for NTS at Murickassery SMHSS at 10.30 AM
15.	Application for Maintenance Grant - Last date

October 2010

01 & 02	School level Competitions.
31	No. of Pupils appearing for scholarship exam (School Level) - Last date

November 2010.

05	Deepavaly – Seminar for PTA, MPTA Presidents at Vazhathope SGHSS at 10.30 AM.
30.	Academic Council Scholarship Exam - School Level E**ntry form** - Last date.

December 2010

23.	Annual Exam - Catechism & Moral Science.
23.	Christmas Holidays begin.
26-28	Counseling course for teachers – 2nd session at Adimaly
31.	Application for Fitness Certificates – Last date.

January 2011

01	HM Conference
03	School re-opens after Christmas Holidays
08.	School Magazine Competition at allotted centers.
08.	List of candidates - Catechism & Moral Science Scholarship Exam.
14.	Academic Council Scholarship - School level Exam
31.	Last date of Annual report & PTA report, Last date for Nomination for Awards

February 2011

01.	List of Selected Pupils for Scholarship Exam, **Final Round** - last date.
05.	Catechism/ Moral Science Scholarship Exam
19.	Academic Council Scholarship Exam – **Final Round**

March 2011

01	Application for Promotion and Transfer – Last date
19.	Annual Conference, Award Day and send off.

PS.

1. Copy of one day verification report with verified strength and attendance of pupils should be submitted on the same day it self to the Diocesan Office.
2. A 3 day retreat for the students and one day recollection for the staff should be arranged during the year at the convenience of each school.
3. Arrange Holy Mass and confession on all First Friday.
4. Conduct 10 days Rosary Devotion in October at the convenience of each school.
5. Organize at least one innovative programme in the school every year.
6. Diploma Certificate from CMA Delhi in Human Resources and Child Counseling will be awarded for those who attend two sessions of counseling courses.