



F.1-350/2020(Academics) FDE
Government of Pakistan
Federal Directorate of Education

Academics Wing

Islamabad the March 19, 2024.

All Heads of Institutions (HoIs)

Islamabad Model Schools/Colleges/Ex-FG Colleges (Boys/Girls)
Urban and Rural Areas, Islamabad.

Through: Area Education Officers

Subject: **BASIC CALENDAR OF ACTIVITIES FOR THE ACADEMIC SESSION 2024-25.**

Enclosed please find the Basic Calendar of Activities for the Academic Session (2024-25) which has been prepared in detail to provide set of guidelines to conduct all the academic activities in an amicable way. The document of Basic Calendar of Activity is supported by following annexures:-

- i. Proposed Structure of Morning Assembly. (Annexure-A)
- ii. Students Council & House formation. (Annexure-B)

2. All Heads of Institutions are advised to display the Calendar of Activities at a prominent place in their office as well as in staffroom and follow the guidelines to implement the same in true letter and spirit. They must keep a record of all activities to be presented to this office at the later stage.

3. This is issued with the approval of Director General (FDE).


(RIFFAT JABEEN)
Director (Academics & QA)

Copy to:

- APS to DG (FDE).
- APS to DDG (FDE)
- APS to Director (Schools, Colleges)
- AD (IT) for upload on official website.
- Office File.

GOVERNMENT OF PAKISTAN
FEDERAL DIRECTORATE OF EDUCATION
BASIC CALENDAR OF ACTIVITIES

SCHEDULE OF ACTIVITIES	PROJECTED DATES/DURATION
Admissions <ul style="list-style-type: none"> ❖ Class Prep to IX (All Institutions) ❖ Class-XI ❖ Class-XIII 	<ul style="list-style-type: none"> — March. 15 2024 to April 8, 2024 — After the announcement of result of SSC Exam, by FBISE — After the announcement of result of HSSC Exam, by FBISE *Preparations for the new academic session April 1-5, 2024
Parent Teachers Meetings-PTM <p>PTM- First Connect</p> <p>PTM- Second Connect</p> <p>PTM- Final Connect</p>	<ul style="list-style-type: none"> — May 04, 2024 (For Prep to IX) September 7,2024 (For XI-XII) — September 28, 2024 (For Prep to XII) October/ November, 2024 (for XI onward)* — January 11,2025 (For Prep to XII) <p>*All PTMs are mandatory for every institution to hold on scheduled date with time slots allocated to parents prior to commencement to ensure effective and fruit bearing exchange of information.</p>
School/ College Management Committee Meetings <p>SMC Elections</p> <p>SMC/CMC Meeting 1st Quarterly</p> <p>SMC/CMC Meeting 2nd Quarterly</p> <p>SMC/CMC Meeting 3rd Quarterly</p> <p>SMC/CMC Meeting 4th Quarterly</p>	<p>In compliance with Clause (20) of the "Right to free and compulsory Education and school/College management committee Rules, 2021" SMC/CMC shall have to meet at least once a quarter. The chairperson /HoI shall convey meeting date to the concerned AEO office. He/ She will submit its quarterly progress report/ minutes of the meeting to respective AEO with a copy to the office of Director Academics, FDE.</p> <ul style="list-style-type: none"> — April 30, 2024 — May 15-24, 2024 — September 20-30, 2024 — November 19-29, 2024 — February 17-28, 2025
Celebration of Days-Special Morning Assembly/Ceremonies <ul style="list-style-type: none"> ❖ Constitution Day ❖ Independence Day ❖ International day of Remembrance- Victims of Terrorism ❖ Pakistan Defense Day ❖ International Literacy Day ❖ Quaid-e-Azam- Remembrance Day ❖ Meelad Sharif/seerat conference ❖ World's Teachers Day ❖ Dr. A.Q Khan Remembrance Day ❖ Iqbal Day ❖ Universal Children's Day ❖ International Day of Differently-abled people ❖ Human Rights Day ❖ Quaid's Day ❖ International Day of Education ❖ Kashmir Day ❖ International Mother Languages Day ❖ World Wildlife Day ❖ International Women's Day ❖ Pakistan Day <p><i>*Structure of special morning assembly is annexed</i></p> <p><i>**Sector Wise Centralized ceremonies maybe arranged.</i></p>	<ul style="list-style-type: none"> — April 10, 2024 — August 14, 2024 — August 21, 2024 — September 06, 2024 — September 08, 2024 — September 11, 2024 — September 15-October 4,2024 — October 05, 2024 — October 10,2024 — November 09, 2024 — November 20, 2024 — December 08,2024 — December 10, 2024 — December 25,2024 — January 24, 2025 — February 05,2025 — February 21, 2025 — March 03, 2025 — March 08, 2025 — March 23,2025
Examinations <ul style="list-style-type: none"> ❖ Eight Assessments (Prep-II) ❖ First Assessment (Class-III) First Bi Monthly (IV-V-VI-VIII) ❖ Second Assessment (Grade-III) ❖ Mid Term (IV-VIII) ❖ Third Assessment (Grade-III) ❖ Second Bi Monthly (IV-VIII) 	<ul style="list-style-type: none"> — 1st (10th May 2024), 2nd (5th June 2024), 3rd (16 Sept 2024),4th (15th October 2024), 5th (15th Nov 2024), 6th (16th Dec 2024), 7th (3rd Feb 2025) & 8th (3rd March 2025) {Reading Assessments in 3rd week of March} — 4th week of May, 2024 — 1st week of Oct. 2024 — 2nd week of Dec. 2024



- ❖ Centralized Annual Examination for Class-V&VIII
- ❖ Fourth Assessment (Class-III)
- ❖ In House Annual Examination for Classes IV and VI-VII
- ❖ Pre-Board (IX-XII)
- ❖ Annual Examination for IX onward
- ❖ Annual Examination for BS and ADP

- February 07, 2025*
- March 03, 2025*
- March, 2025*
- As per FBISE Notification
- As Per QAU Notification

*dates are indicative only. final date sheets shall be issued in due course of time

Announcement of Results

- ❖ Centralized (Annual Examination Class-V & VIII)
- ❖ In House Annual Examination for Classes I -IV and VI & VII
- ❖ Class IX onward

- March 27th, 2025
- March 27th, 2025
- As per FBISE and QAU Notification

Training Schedule

- Phase I
- Phase II

- Subject wise training of teachers in a June-July 2024.
- In house CPD (Institutional Level) 1st week of Aug 2024
- Oct-Dec 2024 Training of Heads Teachers (CPD)

Co-curricular Activities

- ❖ School Council Election and investiture ceremony
Council structure and Job descriptions are Annexed
- ❖ Service-Learning week
(Details Annexed)
- ❖ Career Week
- ❖ Annual Sports Activities/ Sports Gala
- ❖ Interschool /Co- Curricular Activities
- ❖ College Council Election
- ❖ Council week /inter-collegiate competitions

- 4th week of August 2024
- 3rd week of September 2024
- 4th week of September 2024
- 4th week of Oct 2024
- These will be held w. e. f. 14-10-2024 to 13-12-2024 in three tiers of Inter-House level, Zonal level and Inter-Zonal level. These shall include competitions in Tajweed, Naat Khwani, Urdu & English Speech, Urdu & English Declamation Contest, Urdu & English Essay Writing, National Songs, Folk Songs, Drawing & Painting Competition, Athletics, Teams Games etc. Zonal and Inter-Zonal Organizing Committees shall be notified to plan, arrange and execute these activities at every tier.
- October, 2024
- These shall be held in January 2025 as a unified event instead of individual college events which shall be issued with consultation of colleges.

*For all these activities detailed letter of guidelines and set of operational procedures shall be issued by the relevant wing of FDE

Schedule of Vacation

Tentative-as per government decision

- ❖ Summer Break
- ❖ Winter Break
- ❖ Spring Break
- ❖ Islamic Holidays, Gazetted and National Holidays

- June 15, 2024-August 11, 2024
- *All Hols will make necessary arrangements for Stock checking and validation
Repair and maintenance activities shall be carried out during the summer break/vacation
- 28th December 2024-12th January, 2025.
- 29th March -6th April 2025
- As per moon sighting and Federal Government Notification

FDE INSTITUTIONS TIMING DURING WINTER

Days	Timing
<i>For single shift institutions</i>	
Monday to Thursday	08:30 AM to 02:00 PM
Friday	08:30 AM to 12:30 PM
<i>For Double shift institutions</i>	
<i>Morning Shift</i>	
Monday to Thursday	08:00 AM to 01:00 PM
Friday	08:00 PM to 12:30 PM
<i>Evening Shift</i>	
Monday to Thursday	01:00 PM to 06:00 PM
Friday	02:30 PM to 06:00 PM
Pre-I (Mont/Prep)	08:30 AM to 12:30 PM
Post Graduate College (As per Requirement)	08:30 AM to 02:00 / 04:00PM

FDE INSTITUTIONS TIMING DURING SUMMER

Days	Timing
<i>For single shift institutions</i>	
Monday to Thursday	08:00 AM to 02:00 PM
Friday	08:00 AM to 12:00 PM
<i>For Double shift institutions</i>	
<i>Morning Shift</i>	
Monday to Thursday	08:00 AM to 01:00 PM
Friday	08:00 PM to 12:30 PM
<i>Evening Shift</i>	
Monday to Thursday	01:00 PM to 06:00 PM
Friday	02:30 PM to 06:00 PM
Pre-I (Mont/Prep)	08:30 AM to 12:30 PM
Post Graduate College (As per Requirement)	08:30 AM to 02:00 / 04:00PM

IMPORTANT NOTES

- ❖ Gazetted/National Holidays and Islamic Holidays will be observed as per Notification of the Government. Based on the above calendar, all Heads of Institutions under the Jurisdiction of FDE are required to formulate their own respective calendar of Activities containing details of all events pertaining to curricular and extracurricular activities. Copies of calendar must be displayed in the office of the Principal and in the staff room.
- ❖ Basic time-frame will generally be observed. However, a cushion of a day or two (maximum) owing to any unavoidable exigency is acceptable
- ❖ In case of closed day against any dates scheduled above, next day will automatically be assumed as the working day for the concerned event.

The basic Calendar of Activities for Academic Year 2024-25 has been finalized with the approval of Director General (Education)



**PROPOSED STRUCTURE OF MORNING ASSEMBLY**

1. Recitation from Holy Quran with translation (relevant to event if possible)
2. Recitation of Darood-e-Ibrahimi.
3. Quiz relevant to national /international day **OR**
Presentation of students (Speeches, Tableau, National songs, Calligraphy/poster making etc.)
4. Speech of Head of Institution.
5. National Anthem

Sample Template for assigning duties to the teachers for the celebration of National /International events (Display on the notice board)

Sr	Event	Date & Day	Supervised by: (Name of Teacher responsible)	Proposed Activity (Two or more activities for each event can be selected)
1	Independence Day		1. 2. 3.	1.Speeches 2.National songs 3.Quiz etc 4. Map Reading Activity
2	International Day of Remembrance- Victims of Terrorism			Poster competition and tableau etc
3	Pakistan Defense Day			National songs , Tableau, Map Reading Activity
4	International Literacy Day			Story reading (related to heroes of literacy), word games, authoring books for class library, making picture dictionaries, spelling contest for primary level etc.
5	Meelad Sharif/seerat conference			Naat and Qiraat competition, narrating stories from life of Muhammad (PBUH) and other prophets, Seerat Conference, guest speakers may be invited.
6	Quaid-e-Azam-Remembrance Day			Narrating stories from Quaid's life Quiz, national songs, speeches
7	World's Teachers Day			Card making activity, Writing and singing poems to honor teachers.
8	Iqbal Day			Iqbal's Poetry (Tableaus, singing and Quiz) Iqbal's Philosophy of life (speeches, poster competition and essay writing)
9	Universal Children's Day			Art and craft project competition, preparing Power point presentations by students
10	International Day of Differently-abled people (Sector level)			Awareness raising seminars at sector level.
11	Human Rights Day			Speeches and showing documentaries regarding rights of citizens and tableaus. search Shehri Pakistan for more info visit https://www.youtube.com/c/ShehriPakistan
12	Quaid's Day			Speeches, Quiz, National Songs.
13	International Day of Education			Essay writing, Debates (role of education for peace and development, importance of women education etc.)
14	Kashmir Day			Speech, tableau, National Songs, Formation of Chain
15	International Mother Languages Day			Presentation of literature in different languages (stories and poetry)
16	World Wildlife Day			Poster competition, wall chalking, coloring activities for junior classes
17	International Women's day			Inviting Successful women as guest speakers Debates (women education and empowerment) Tableaus
18	Pakistan Day			Speeches, Quiz, National Songs. Map Reading Activity
19	Constitution Day			Speeches, Quiz, Poster Making, Art Competition, Essay writing competition



SERVICE-LEARNING WEEK

Service learning process takes students through the stages of **investigation, preparation, action, reflection and evaluation**

Following activities are proposed for celebrating service-learning week:

- Start an information campaign for a health or prevention topic.
- Clean up a vacant lot and landscape with native vegetation.
- Clean up a local stream, park or pond.
- Design and paint a mural for the outside/inside of school.
- Work with your school administration to review and improve the school discipline policy.
- Research the need to reduce litter inside and outside your school or other public areas and propose solutions.
- Start or encourage a recycling program at your school.
- Start an environmental club at your school.
- Hold a recycling contest.
- Make posters or collages that promote tolerance and understanding of differences and post them in school. Start a club to promote peace and tolerance.

For more information, you may visit <https://www.ethicsed.org/project-ideas-for-service-learning.html>

NOTE:

1. Every student should participate in at least one activity, his/her participation shall be mentioned in the report card and certificate of participation must be issued to student (can be printed on coloured paper).
2. It is pertinent to mention that every teacher should participate in supervising these activities (level of participation and efficiency shall be reported in KPIs his/her ACR under the heading).
 - a) Initiative and drive
 - b) Perseverance and devotion to duty



1. STUDENTS COUNCIL

To promote leadership skills in students we need to provide them means for their expression and assistance in school affairs & activities. Student council truly gives them opportunity to foster skills like leadership, communication, teamwork, organization and public speaking. Students will learn best way to communicate with both individuals and large groups & gain emotional intelligence to develop new relationships, maximum students must be given opportunity to participate. It is therefore decided by competent authority that it is mandatory for every institution working under the ambit of FDE to have student council as a regular feature and must be appointed annually.

PROPOSED STRUCTURE OF STUDENT COUNCIL

The Student council shall consist of group of students who are elected by other students to represent them in school government and to help plan activities for the students. Investiture ceremony and oath taking will be part of election process.

Depending upon the strength of the school, council will consist of the following members.

1. Head Boy /Head Girl (can be both in co-education primary schools)
 2. Deputy Head boy / Deputy Head Girl
 3. Class Representatives (One from each class)
 4. Play Ground Monitors
 5. Water Monitors
 6. Green Monitors
- (1-3 are mandatory 4-6 are optional)

FUNCTIONS / WORKING OF COUNCIL

1. The student council will work under the supervision of the Teacher In-charge who will define the Job descriptions for every member of the council properly documented and communicated.
2. Job descriptions will cover the areas of Discipline, Health, Hygiene, conservation of resources and other initiatives.
3. The Council under the supervision of Teacher in-charge will develop a calendar of activities regarding celebration of National and International days and events and execute the same.
4. Council will also publish a Newsletter with pictorial evidence of all the activities performed during each calendar year, which will be shared with FDE.

PROPOSED JOB DESCRIPTION FOR THE MEMBERS OF STUDENTS COUNCIL

Head Boy/ Head Girl

They are expected to represent the school at events. They serve as role model for students and are expected to lead fellow monitors in their duties. Their JDs include but are not limited to

1. Student council should lead by example and display best behavior and conduct.
2. Attend the council meetings regularly and should have voice in making policies and procedures.
3. Maintaining discipline during breaks, arrival and dispersal. Convincing and preventing students from littering and bullying.
4. Organizing and conducting morning assembly.
5. Checking Uniform and Personal Hygiene of students.
6. Preventing wastage of resources (water, electricity and stationery).
7. Helping teachers in organizing and managing functions.
8. Offering support to students in settling minor issues. Bringing the same into the notice of discipline committee and council in-charge.
9. Offering help to those who need it.
10. Help in raising awareness regarding civic duties and moral conduct.
11. Work as Communication Bridge between students and administration.
12. Take initiatives for the welfare of institution and students.

Deputy Head Boy & Head Girl, Class Representatives, Ground Monitors and Water Monitors will be assigned duties in the same manner to assist the head boy and head girl.

Green Monitors

1. Raise awareness among students regarding climate change, global warming and importance of tree plantation during morning assemblies, through poster competition etc.
2. Work with teachers to develop and maintain kitchen garden. (Produce should be given to students also)
3. Watering and maintaining assigned flower beds and pots regularly.
4. Leading all green initiatives like tree plantation, seedling plantation (seasonal flowers) etc.

2. HOUSE FORMATION AND COMPETITIONS

All Heads of institutions are directed to form four or five houses in their respective institution, dividing all the student's class wise so that every class has representatives of all houses. Every Institution will hold Intra-class, Inter-class and Inter-house competitions for both literary and sports activities. Sports period may be utilized for this purpose. Following actions are proposed in this regard.

1. Formation of houses and assigning the titles and colours (soon after the commencement of academic session)
2. Appointing House Master/Mistress (an active staff member) and Assistant teachers.
3. Assigning roles to the elected Presidents, Vice President and secretary of the house.
4. Weekly house meetings may be arranged to hunt the talent in students.
5. Head of Institution with the help of staff members will design activity calendar with time line for relevant competitions.
6. Sharing and celebrating success in both academia and co-curricular activities at the end of academic session.

