



NAME OF SCHOOL :

.....

PRINCIPAL'S DIARY

Compiled and Edited by:

Mrs. ANU GEORGE M.Sc, M.Ed

Academic Director & Former Principal

MAR DIONYSIUS SR SEC SCHOOL

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Preface

The idea of releasing a Principal's Diary was conceived following some school inspections for CBSE Affiliation purpose. The most preferred response of principals to many of my queries was 'Sorry M'am I'm not the person who deals with it'.



Anu George

The role of a school Principal is to lead, direct and co-ordinate the multifaceted activities of different participants in the governance of the institution. His/ her duties are all encompassing and pervasive; almost everything is delegated from his/her office.

The responsibility of a CBSE school principal in keeping the institutional systems and processes updated and adapted to the changes brought in by the Board is one of utmost significance in running an efficient institution. Change Management is a challenging function; the extent to which a principal succeeds to run his/ her school on a dynamic mode is the litmus test for a charismatic principal.

Principal's Diary renders a helping hand to Principals who are new to the system in School Administration. A to Z of running a school is carefully captured and presented in a small diary!! so that the Principal can easily gather information from all departments and update the record in his/ her diary. The Diary is an enabler, of a good rapport between the Principal, staff and management. The Diary equips him/ her to *implement effectively* all that was planned to be done. The Diary is organized under 12 sections. Descriptions there of are annexed therewith.

A considerable research across journals and other publications by the CBSE has gone into the drafting of this Diary. It is truly a privilege to dedicate my time and effort by working under the CBSE; this era witnesses an adept Board, keeping abreast of global developments in the education sector, constantly improving the processes and systems. It is more than once that I had plans of opting retirement when CBSE came up with something new yet, and enthralled my attention. It has become a tempting habit to visit the Board's website each day; let us be a part of its endeavors.

We hope to reincarnate valid and updated versions of the Diary each year, incorporating the latest from the Board. We welcome feedback and further suggestions from all users. The best of wishes to you Mr(s) Principal, we're happy that you grabbed a copy !!

Anu George



KINFER, pioneer in the field of register and support materials to CBSE Schools, publishes Principal's Diary: a guide to new principals/managers / administrators of CBSE schools up to senior secondary level. The author aims to provide a helpful, active reference-cum-planner in carrying out routine as well as strategic functions as a principal. The book primarily focuses on assisting principals in planning and performing their routine office functions dutifully and efficiently. Special emphasis has been made in the context of the CBSE in its exam pattern from class I onwards. Schools can adopt the same pattern from I-VIII (Semester System) where as for classes IX and X, it is 3 term system. A dedicated section of the book contains monthly planner covering a span of 12 months from April 2023 to March 2024

About the Author:

Mrs. Anu George M.Sc., M.Ed. is the Academic Director of Mar Dionysius Sr. Sec. School at Mallappally. Her experience as Principal in managing the school over the last three decades paves foundation to this publication. Her opportunities to interact with many schools in course of CBSE affiliation-inspection reinforced the need for this publication. The publication will prove handy for Administrative functions as well.

Previously published:

Teachers' Handbook, Registers under CCE (2012) (over 10,000 copies sold)

References

www.cbseacademic.in
www.un.org
CBSE School Curriculum 2023-24

KINFER YEAR PLAN 2023-24

Class IX-XII

PT 1 April-July	UNIT TEST -1	JUNE 15-22
	UNIT TEST -2	JULY 19-25
	PERIODIC TEST 1	AUGUST 1-5
PT2 August-September	UNIT TEST 3	SEPTEMBER 4-9
	PERIODIC TEST -2	SEPTEMBER 25-30
Half Yearly Exam. April - September (50% Syllabus)		OCTOBER 4-10
PT3 October - December	UNIT TEST -1	OCT 31 - NOV. 4
	UNIT TEST -2	NOV. 27 - DEC. 1
	PERIODIC TEST -3	DECEMBER 6-12
	PRE BOARD EXAM.	JANUARY 3-9
	REVISION	JANUARY
	MODEL EXAM	FEBRUARY
	ANNUAL EXAM IX	FEBRUARY 7 -11

Class I-VIII

Term 1 June-September (50% Syllabus)	PERIODIC TEST 1	JULY 12-19
	PERIODIC TEST -2	SEPTEMBER 11-15
	TERM 1 EXAM	OCTOBER 9-13
Term 2 October-March (50% Syllabus)	PERIODIC TEST 3	DECEMBER 11-15
	PERIODIC TEST 4	FEBRUARY 8-14
	TERM 2 EXAM	MARCH 18-22

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SECTION 1**Personal details**

Name :	Aadhar No :
Date of birth :	Passport No :
Educational Qualifications :	Driving Licence No :
	Renewal Dates :
	Bank Details
	Bank :
	A/c No :
	IFSC Code :
	PAN No. :

Courses	University	Subjects

Details of School Management

Name of the School
Address with PINCODE
Name of the Trust/Society
Registration details of the trust/Society
Name of the Manager with address and Phone Nos.
School Deed Reg No.
Area of the School campus:
Survey Nos. of the school land :
Built up area
Area of the play ground

2023

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						