

Schedule of Activities- Capital Campus

<i>Month</i>	<i>Day & Date</i>	<i>Acitivity</i>	<i>Timing</i>	<i>Class</i>	<i>Level</i>	<i>Status</i>	<i>Supervisor</i>
Mar-26	Mon 2	Online Meeting of College Council	1400 hrs – 1430 hrs			All Campuses	CCAC
Mar-26	Tues 3	Termination of Monthly Grand Tests for January & February		Class III to V		All Students	Vice Principal
Mar-26	Wed 4	English & Urdu Creative Writing Competition		Class Prep		All Students	Vice Principal
Mar-26	Thurs 5	Celebration of International Women's Day		Class PG to V	School Based	All Students	CCAC
Mar-26	Fri 6	Weekly Round Up	1245 hrs – 1315 hrs			All Staff	Co-Principal
Mar-26	Tues 10	Playdough Modelling Competition		Class PG to Prep	School Based	All Students	Vice Principal
Mar-26	Wed 11	Science Quiz		Class IV & V	School Based	Juniors	Vice Principal
Mar-26	Fri 13	Uploading of Syllabus of Final Term on Students Portals		Class PG to V		All Students	Vice Principal
Mar-26	Fri 13	Weekly Round Up	1245 hrs – 1315 hrs			All Staff	Co-Principal
Mar-26	Mon 16	Issuance of E-Modernite Vol 19: No.01		Class PG to V	School Based	All Students	Marketing & Publications Dept
Mar-26	Tues 17	Pakistan Day Celebrations: 1. Flag Hoisting Ceremony 2. Special Morning Assembly 3. Eng & Urdu Declamation		Class PG to V	House Based	All Students	Vice Principal
Mar-26	Tues 17	Closure of School for Eid-ul-Fitr Holidays. Last working day before Eid break.		Class PG to V		All Students & Staff	HR Manager
Mar-26	Thurs 19	Eid-ul-Fitr (Subject to sighting of the moon)		Class PG to V		All Students & Staff	HR Manager
Mar-26	Fri 20	Eid-ul-Fitr (Subject to sighting of the moon)		Class PG to V		All Students & Staff	HR Manager
Mar-26	Mon 23	Pakistan Day Holiday		Class PG to V		All Students & Staff	HR Manager
Mar-26	Tues 24	Commencement of Regular Academic Session after Eid-ul-Fitr Holidays		Class PG to V		All Students	HR Manager
Mar-26	Tues 24	Change over to Regular Timings after Ramadan		Class PG to V		All Students	HR Manager
Mar-26	Tues 24	Finalization of Admission Policy for the Session 2026 – 27		Class PG to VII	School Based	All Students	Admissions & Information Dept
Mar-26	Thurs 26	Monthly Meeting of Proctorial Board		Class I to V		All Students	Vice Principal
Mar-26	Fri 27	Weekly Round Up	1245 hrs – 1315 hrs			All Staff	Co-Principal

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Mar-26	Fri 27	Bi-Monthly Meeting of Management & Support Staff	1430 hrs – 1530 hrs			Management & Support Staff	HR Manager
Mar-26	Tues 31	Vocabulary Competition		Class PG & Nur	School Based	All Students	Vice Principal
Apr-26	Thurs 2	Spelling Bee Competition		Class IV & V	School Based	All Students	Vice Principal
Apr-26	Fri 3	Weekly Round Up	1245 hrs – 1315 hrs			All Staff	Co-Principal
Apr-26	Fri 3	Preparation of Annual Report of Attainment of Targets of Session 2025 – 26				All Staff	Vice Principal
Apr-26	Mon 6	Online Meeting of College Council	1400 hrs – 1430 hrs			All Campuses	CCAC
Apr-26	Mon 6	Uploading of Daily Grand Tests Schedule on Students Portals		Class III to V		All Students	Vice Principal
Apr-26	Mon 6	Commencement of Result Compilation of Online Ongoing On-Job Staff Appraisal 2025				All Staff	HR Manager
Apr-26	Tues 7	Announcement of Submission of Articles for Modernite Vol. 25: No.1(Silver Jubilee Number)		Class PG to V	School Based	All Students	Marketing & Publications Dept
Apr-26	Tues 7	Announcement of Submission of Research Work for Modernite Vol. 25: No.1(Silver Jubilee Number)		Class PG to V	School Based	All Students	Marketing & Publications Dept
Apr-26	Thurs 9	Juniors Art Gala: Playdough Modelling Competition		Class PG to Prep	House Based	All Students	Vice Principal
Apr-26	Thurs 9	Juniors Art Gala: Nature Art Competition		Juniors: Class I & II	House Based	Juniors	Vice Principal
Apr-26	Thurs 9	Juniors Art Gala: Paper Quilling Competition		Juniors: Class III to V	House Based	Juniors	Vice Principal
Apr-26	Fri 10	Weekly Round Up	1245 hrs – 1315 hrs			All Staff	Co-Principal
Apr-26	Fri 10	Preparation of Course Completion Proformas & Revision Plan		Class PG to V		Academic Staff	Vice Principal
Apr-26	Mon 13	Commencement of Daily Grand Tests		Class III to V		All Students	Vice Principal
Apr-26	Mon 13	Preparation of Load of Work for the Session 2026 – 27		Class PG to VII		All Students	Vice Principal
Apr-26	Mon 13	Finalization of Summer Vacation Homework		Class PG to V		All Students	Director Academics
Apr-26	Mon 13	Taking of Annual Group Photographs		Class PG to V		All Students	Vice Principal

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Apr-26	Mon 13	Measurement of Height & Weight		Class PG to V		All Students	Vice Principal
May-26	Tues 14	Finalization of Book & Stationery List for the Session 2026 – 27		Class PG to VII		All Students	Vice Principal
Apr-26	Wed 15	Formation of Admission Committee & Preparation of Entrance Test Papers for Session 2026 – 27		Class PG to VII		All Staff	Admissions & Information Dept
Apr-26	Wed 15	Issuance of E-Modernite Vol 19: No.02		Class PG to V	School Based	All Students	Marketing & Publications Dept
Apr-26	Wed 15	Issuance of Provisional Pen License		Class IV		All Students	Vice Principal
Apr-26	Wed 15	Finalization of Plan for Hiring of New Staff by Dept of HR				Administration	HR Manager
Apr-26	Fri 17	Compilation of Report of Annual Staff Appraisal 2025				All Staff	HR Manager
Apr-26	Fri 17	Weekly Round Up	1245 hrs – 1315 hrs			All Staff	Co-Principal
Apr-26	Sat 18	Graduation Ceremony		Class Prep & V	School Based	All Students	Vice Principal
Apr-26	Sat 18	Solving the Rubik's Cube Competition by Department of Math: Presentation for Parents on Graduation Ceremony		Class V	School Based	All Students	Vice Principal
Apr-26	Mon 20	Preparation of Targets for the Session 2026 – 27				All Staff	Vice Principal
Apr-26	Mon 20	Change of Uniform for Summers		Class PG to V		All Students	Vice Principal
Apr-26	Tues 21	Meetings of VP with CCAC to Review Attainment of Targets of Session 2025 – 26				Administration	CCAC
Apr-26	Wed 22	World Earth Day Celebrations		Class I to V	School Based	All Students	Vice Principal
Apr-26	Thurs 23	Uploading of Schedule for Final Term Assessment on Students Portals		Class PG to II		All Students	Academic Coordinators
Apr-26	Thurs 23	Uploading of Date Sheet of Final Exam on Students Portals		Class III to V		All Students	Vice Principal
Apr-26	Thurs 23	Monthly Meeting of Proctorial Board		Class I to V		All Students	Vice Principal
Apr-26	Fri 24	Weekly Round Up	1245 hrs – 1315 hrs			All Staff	Co-Principal
Apr-26	Fri 24	Bi-Monthly Meeting of the Department of Finance	1430 hrs – 1600 hrs			Finance Staff	Finance Coordinator
Apr-26	Sat 25	Juniors Joy: 14th National Meet of Primary Level Students	0800 hrs – 1600 hrs	Class PG to V	School Based	All Students	CCAC
Apr-26	Thurs 30	Special Ceremonies for Support Staff arranged by Students on Account of Labour Day		Class PG to V	School Based	All Students	CCAC
Apr-26	Thurs 30	Launch of End of Year Parents Satisfaction Survey 2025		Class PG to V	School Based	All Students	Admissions & Information Dept

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Apr-26	Thurs 30	Commencement of Preparation of Schedule of Activities, Session 2026 – 27		Class PG to VII		All Staff	CCAC
May-26	Fri 1	Labour Day Holiday		Class PG to V		All Students & Staff	HR Manager
May-26	Mon 4	Finalization of Summer Vacation Homework		Class PG to V		All Students	Vice Principal
Mar-26	Mon 4	Online Meeting of College Council	1400 hrs – 1430 hrs			All Campuses	CCAC
May-26	Wed 6	Termination of Daily Grand Tests		Class III to V		All Students	Vice Principal
May-26	Wed 6	Reloading of Syllabus of Final Term (if required) on Students Portals		Class PG to V		All Students	Vice Principal
May-26	Fri 8	Declaration of Result of Daily Grand Tests & Prize Distribution		Class III to V		All Students	Vice Principal
May-26	Fri 8	Distribution of Certificates among Students with Full Attendance in Grand Tests		Class III to V		All Students	Vice Principal
May-26	Fri 8	World Mother's Day Celebrations: Special Morning Assembly		Class PG to V	School Based	All Students	CCAC
May-26	Fri 8	Completion of Preparation for Final Term Assessment		Class PG to II		All Staff	Vice Principal
May-26	Fri 8	Completion of Preparations for Final Exam		Class III to V		All Staff	Vice Principal
May-26	Fri 8	Weekly Round Up	1230 hrs – 1300 hrs			All Staff	Co-Principal
May-26	Fri 8	Termination of Final Term		Class PG to V		All Students	Vice Principal
May-26	Mon 11	Closure of End of Year Parents Satisfaction Survey 2025		Class PG to V	School Based	All Students	Admissions & Information Dept
May-26	Mon 11	Summer Vacation Homework & Spelling Bee Word Lists on Students Portals		Class PG to V		All Students	Vice Principal
May-26	Mon 11	Commencement of Final Term Assessment		Class PG to II		All Students	Vice Principal
May-26	Mon 11	Commencement of Final Exam		Class III to V		All Students	Vice Principal
May-26	Wed 13	Finalization of Schedule for Planning of Session 2026 – 27		Class PG to VII		Academic Staff	Vice Principal
May-26	Thurs 14	Last Date for Submission of Articles for Modernite Vol.25: No.1 (Silver Jubilee Number)		Class PG to V	School Based	All Students	Marketing & Publications Dept
May-26	Thurs 14	Last date for Submission of Research Work for Modernite Vol.25: No.1 (Silver Jubilee Number)		Class PG to V	School Based	All Students	Vice Principal
May-26	Thurs 14	Preparation of Summer Vacation Schedule for all Staff				All Staff	HR Manager
May-26	Fri 15	Issuance of E-Modernite Vol 19: No.03		Class PG to V	School Based	All Students	Marketing & Publications Dept
May-26	Fri 15	Weekly Round Up	1245 hrs – 1315 hrs			All Staff	Co-Principal
May-26	Thurs 21	Monthly Meeting of Proctorial Board		Class I to V		All Students	Vice Principal

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May-26	Fri 22	Termination of Final Term Assessment		Class PG to II		All Students	Vice Principal
May-26	Fri 22	Termination of Final Exam		Class III to V		All Students	Vice Principal
May-26	Fri 22	Weekly Round Up	1245 hrs – 1315 hrs			All Staff	Co-Principal
May-26	Fri 22	Closure of Regular Academic Session 2025 – 26		Class PG to V		All Students	Vice Principal
May-26	Fri 22	Closure of School for Eid-ul-Adha & Summer Vacation		Class PG to V		All Students & Staff	HR Manager
May-26	Sat 23	Commencement of 14-Day Eid-ul-Adha & Summer Vacation for 1st Batch of Management & Support Staff				Management & Support Staff	HR Manager
May-26	Tues 26	Eid-ul-Adha (Subject to sighting of the moon)		Class PG to V		All Students & Staff	HR Manager
May-26	Wed 27	Eid-ul-Adha (Subject to sighting of the moon)		Class PG to V		All Students & Staff	HR Manager
May-26	Fri 29	Bi-Monthly Meeting of Management & Support Staff	1430 hrs – 1530 hrs			Management & Support Staff	HR Manager
Jun-26	Mon 1	Re-Opening of School for Staff After Eid-ul-Adha Holidays for Result Compilation				All Staff	HR Manager
Jun-26	Mon 1	Online Meeting of College Council	1400 hrs – 1430 hrs			All Staff	CCAC
Jun-26	Mon 1	Calculation of Quality Index of the Session 2025 – 26 based on Triple-O Appraisal				All Staff	HR Manager
Jun-26	Mon 1	Finalization of Analysis of End of Year Parents Satisfaction Survey 2025		Class PG to V	School Based	All Students	Admissions & Information Dept
Jun-26	Thurs 4	Conduction of Result Analysis for Final Assesement		Class PG to II		All Staff	Vice Principal
Jun-26	Thurs 4	Conduction of Result Analysis for Final Exam		Class III to V		All Staff	Vice Principal
Jun-26	Thurs 4	Completion of Preparations of Portfolio Presentation of Final Term Assessment		Class PG to II		All Staff	Vice Principal
Jun-26	Thurs 4	Completion of Preparations of Result Day of Final Exam		Class III to V		All Staff	Vice Principal
Jun-26	Fri 5	Completion of 14-Day Eid-ul-Adha & Summer Vacation for 1st Batch of Management & Support Staff				Management & Support Staff	HR Manager
Jun-26	Fri 5	Weekly Round Up	1245 hrs – 1315 hrs			All Staff	Co-Principal
Jun-26	Sat 6	High Achievers Award Ceremony	0800 hrs – 0900 hrs	Class III to V		All Students	Vice Principal
Jun-26	Sat 6	Portfolio Presentation and Parent Teacher Meeting	0900 hrs – 1300 hrs	Class PG to II		All Students	Vice Principal

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Jun-26	Sat 6	Declaration of Result of Final Exam and Parent Teacher Meeting	0900 hrs – 1300 hrs	Class III to V		All Students	Vice Principal
Jun-26	Sat 6	Display of Domestic Science Projects, Process Writing Publications and Science Exhibition	0900 hrs – 1300 hrs	Class III to V		All Students	Vice Principal
Jun-26	Sat 6	Issuance of Book and Stationery List for the Session 2026 – 27		Class PG to V		All Students	Director Academics
Jun-26	Sat 6	Issuance of Modernite Modernite Vol.25: No.1(Silver Jubilee Number)		Class PG to V		All Students	Marketing & Publications Dept
Jun-26	Sat 6	Finalization of Preparations for Summer Refresher Courses for Teaching, Management & Support Staff				All Staff	HR Manager
Jun-26	Sun 7	15-Day Complete Closure of College for Summer Vacation		Class PG to V		Academic Staff	HR Manager
Jun-26	Sun 7	Commencement of 10-Day Summer Vacation for 2nd Batch of Management & Support Staff				Management & Support Staff	HR Manager
Jun-26	Mon 15	Issuance of E-Modernite Vol 19: No.4		Class PG to V	School Based	All Students	Marketing & Publications Dept
Jun-26	Tues 16	Completion of 10-Day Summer Vacation for 2nd Batch of Management & Support Staff				Management & Support Staff	HR Manager
Jun-26	Fri 19	Weekly Round Up	1230 hrs – 1300 hrs			All Staff	Co-Principal
Jun-26	Fri 19	Bi-Monthly Meeting of the Department of Finance	1430 hrs – 1600 hrs			Finance Staff	Finance Coordinator
Jun-26	Mon 22	Re-Opening of School for all Staff After Summer Vacation				All Staff	HR Manager
Jun-26	Wed 24	Finalization of Hiring of New Staff by Dept of HR				Administration	HR Manager
Jul-26	Wed 24	Preparation of Timetable for New Session 2026 – 27				Administration	Vice Principal
Jun-26	Thurs 25	Ashura-e-Muharram (Subject to sighting of the moon)				All Staff	HR Manager
Jun-26	Fri 26	Ashura-e-Muharram (Subject to sighting of the moon)				All Staff	HR Manager
Jun-26	Mon 29	Commencement of 5-Day Preparation of Students for Spelling Bee Competition		Selected Students from all levels	Dept Based	All Students	Vice Principal
Jun-26	Mon 29	Commencement of Planning for the Session 2026 – 27		Class PG to VII		Academic Staff	Vice Principal
Jun-26	Mon 29	Calculation of Teaching Days of the Session 2026 – 27		Class PG to VII		All Students	Vice Principal

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Jun-26	Mon 29	Launch of Campus-Wise Mid Year Staff Satisfaction Survey 2026		Class PG to V	School Based	All Staff	HR Manager
Jun-26	Tues 30	Commencement of Entrance Test for New Academic Session 2026 – 27	0900 hrs – 1300 hrs	Class Prep to VII		All Students	Admissions & Information Dept
Jul-26	Wed 1	Declaration of Entrance Test Results		Class Prep to V		All Students	Admissions & Information Dept
Jul-26	Thurs 2	Updating of Personal Files of Promoted Students		Class Nur to V		All Students	Vice Principal
Jul-26	Thurs 2	Interviews of Newly Admitted Students with their Parents	0800 hrs – 1330 hrs	Class PG to V		All Students	Admissions & Information Dept
Jul-26	Fri 3	End of Year Review of Personal Development Action Plan (PDAP)		Class PG to V		Academic Staff	HR Manager
Jul-26	Fri 3	Termination of 5-Day Preparation of Students for Spelling Bee Competition		Selected Students from all levels	Dept Based	All Students	Vice Principal
Jul-26	Wed 8	Commencement of 2-Day Summer Refresher Course for Management & Support Staff	0900 hrs – 1300 hrs			Management & Support Staff	HR Manager
Jul-26	Thurs 9	Termination of 2-Day Summer Refresher Course for Management & Support Staff	0900 hrs – 1300 hrs			Management & Support Staff	HR Manager
Jul-26	Sat 11	Closure of Campus-Wise Mid Year Staff Satisfaction Survey 2026		Class PG to V	School Based	All Staff	HR Manager
Jul-26	Mon 13	Issuance of E-Modermite Vol 18: No.5		Class PG to V	School Based	All Students	Marketing & Publications Dept
Jul-26	Mon 13	Assessment of English Language Skills of Faculty Members	0900 hrs – 1130 hrs			All Staff	HR Manager
Jul-26	Tues 14	Finalization of Allotment of Houses & Clubs to Teachers & Students		Class PG to VII	House Based	All Students	CCAC
Jul-26	Wed 15	Completion of Preparation of Schedule of Activities, Session 2026 – 27		Class PG to VII		All Staff	CCAC
Jul-26	Wed 15	Classroom Decoration Competition & Preparation of First Day Packs		Class PG to VII	School Based	All Staff	Vice Principal
Jul-26	Thurs 16	Discussion on Schedule of Activities with Faculty Members	1200 hrs – 1400 hrs	Class PG to VII		Academic Staff	CCAC
Jul-26	Mon 20	Preparation of School Development Plans for Session 2026 – 27		Class PG to VII		All Staff	Vice Principal
Jul-26	Tues 21	Finalization of Analysis of Campus-Wise Mid Year Staff Satisfaction Survey 2026			School Based	All Staff	HR Manager
Jul-26	Tues 21	Setting of Agenda of Annual Faculty Meeting		Class PG to VII	School Based	All Staff	HR Manager
Jul-26	Wed 22	Updating of Staff Profiles in MIS (Landline, Mobile Numbers & Emails)		Class PG to VII		All Staff	HR Manager

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Jul-26	Thurs 23	Commencement of 2-Day Summer Refresher Course for HODs and Administrative Staff	0900 hrs – 1200 hrs			Administration	HR Manager
Jul-26	Fri 24	Termination of 2-Day Summer Refresher Course for HODs and Administrative Staff	0900 hrs – 1200 hrs			Administration	HR Manager
Jul-26	Fri 24	Final Preparations for Commencement of New Academic Session 2026 – 27		Class PG to VII		All Students	Vice Principal
Jul-26	Fri 24	Issuance of Teacher's Planners, SOS, CW & HW Timetables, Class HW Diaries, Teacher Books, Teacher Guides & Teachers Portals		Class PG to VII		All Staff	Vice Principal
Jul-26	Fri 24	Bi-Monthly Meeting of Management & Support Staff	1430 hrs – 1530 hrs			Management & Support Staff	HR Manager
Jul-26	Mon 27	Commencement of 4-Day Summer Refresher Course for Teaching Staff	0800 hrs – 1330 hrs			Academic Staff	HR Manager
Jul-26	Wed 29	Setting of Weekly Coordination Meetings Schedule		Class PG to VII		Academic Staff	Vice Principal
Jul-26	Wed 29	Completion of Preparations for Open Day		Class PG to VII		All Students	Vice Principal
Jul-26	Thurs 30	Termination of 4-Day Summer Refresher Course for Teaching Staff	0800 hrs – 1300 hrs	Class PG to VII		Academic Staff	HR Manager
Jul-26	Thurs 30	Annual Get Together of Teaching Faculty	1330 hrs – 1500 hrs			Academic Staff	CCAC
Jul-26	Fri 31	Open Day for Newly Admitted Students & their Parents	0900 hrs – 1130 hrs	Class PG to VII		All Students	Vice Principal
Aug-26	Mon 3	Commencement of New Academic Session 2026 – 27		Class PG to VII	School Based	All Students	Vice Principal
Aug-26	Mon 3	Orientation Sessions		Class PG to VII	School Based	All Students	Vice Principal
Aug-26	Mon 3	Uploading of First Day Packs on Students Portals		Class PG to VII		All Students	Director Academics
Aug-26	Mon 3	Updating of Student Profiles in MIS		Class PG to VII		All Students	Admissions & Information Dept
Aug-26	Mon 3	Issuance of First Day Photographs to Newcomers		Class PG to VII		All Students	Vice Principal
Aug-26	Mon 3	Issuance of Practical Record Files to Lab Attendants		Class VI & VII		All Staff	Vice Principal
Aug-26	Mon 3	Issuance of Modernite Vol. 24: No 1		Class PG to VII	School Based	All Students	Marketing & Publications Dept
Aug-26	Tues 4	Call for Applications of Proctorial Board		Class I to VII	School Based	All Students	Vice Principal
Aug-26	Thurs 6	Allotment of Houses to Students		Class PG to VII	House Based	Juniors	CCAC
Aug-26	Thurs 6	Announcement of Election of House Office Bearers		Class I to VII	School Based	Juniors	CCAC
Aug-26	Thurs 6	Formation of Clubs		Class VI & VII		All Students	CCAC

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<i>Aug-26</i>	<i>Thurs 6</i>	<i>Distribution of Spelling Bee Word Lists Among Newly Admitted Students</i>		<i>Class I to VII</i>	<i>School Based</i>	<i>All Students</i>	<i>Vice Principal</i>
<i>Aug-26</i>	<i>Fri 7</i>	<i>Orientation Sessions with Parents about Academic Policies of School</i>	<i>1000 hrs – 1200 hrs</i>	<i>Class PG to Prep</i>		<i>All Students</i>	<i>Vice Principal</i>
<i>Aug-26</i>	<i>Fri 7</i>	<i>Weekly Round Up</i>	<i>1245 hrs – 1315 hrs</i>			<i>All Staff</i>	<i>Co-Principal</i>