YEARLY WORK PLAN 2019-2020

བཟོ་རིག་སྦྱོང་བརྡར་སྲིལ་ཁང་། བས་མ་ཐང་། དཔལ་འབྱོར་ཕོ་བྲང་།

Activities	Focal Person	Responsible	Date																														
July, 2019			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
Summer vacation																																	
Annual quotation opening	Principal	ST,DR,CR,UD,LG																															
Inservice Basic training	Vice Principal	interested trainers																															
Non-CBT curriculum development	Vice Principal	interested trainers																															
Non-CBT instructional material development	Vice Principal	interested trainers																															
August, 2019			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
Staff reporting	Principal	All																															
In-House Development programme	Principal	All																															
Trainees reporting	Principal	Warden (DO)																															
Orentation for new trainees	Vice Principal	Related staff																															
Teaching faculty equipment mtc.	Ugyen Dorji	All teaching faculty																															
Driglam namzha for HEMO & HVD	Vice Principal	Dzo Lopen																															
Entrepreneurship course for NC-II	Vice Principal	DZ, RW, DO																															
Sustainable Development for NC-II first year	Vice Principal	SO																															
Staff attachement for HVD/HEMO	Vice Principal	Staff																															
Start of regular class for NC-III	Vice Principal	DK																															
Start of regular class for all trainees	Vice Principal	Auto Mechanic Trainers																															
Start of regular class for HEM	Vice Principal	Sonam & T.Wangchuk																															
Start of regular class for HVD	Vice Principal	Deoraj, Praveen & Druba																															
General health check up	Principal	Tandin																															
Cleaning Campaign	Principal	DK/Sonam																															
September, 2019			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	
Foot ball match for Gents	KN	Games Committee																															
Mass Cleaning Campaign	Principal	Faculty and Trainees																															
Basket ball for Ladies	KN, UW	Games Committee																															
Tsangmo Competition	Lop Sherub	HoDs, Sanmanta &Yeshi																															
Welcome NITE	Lop Sherub	Cultural Committee																															
Institutional assessment for HEM	OC Exam	TW, Sonam																															
National Assessment for HEM	OC Exam	TW, Sonam																															
Institutional assessment for NC3	OC Exam	DK																															
National Earthquake mock drill	UD	ALL																															
Staff Attachemnt for HVD/HEMO	Vice Principal	Staff																															
OJT briefing for NC3 & HEM	Vice Principal	DK,Sonam,TW,DW																															

Return show	Lop Sherub	Cultural Committee																																
Depart for OJT for HEM & NC-3	Vice Principal	DK,Sonam,TW,DW																																
October, 2019			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
Wangdue tshechu																																		
Inter House Basket ball match	KN,UW	Games Committee																																
Captain Selection	Principals	ALL																																
Institutional Assessment (HVD)	OC Exam																																	
Mass Cleaning campaign	DK,SO	ALL																																
English Quiz	Sherab,Yeshi	ALL																																
Industrial Tour for 2nd years	Principals	2nd In-Charges																																
OJT for HEM and NC3	Principals	In-charges																																
Highway Drving (OJT)	Principals	In-charges																																
OJT Montoring Visit	Principals	In-charges																																
November, 2019			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	
Industrial tour for 2nd year	Vice Principal																																	
OJT for NC III and HEM	Vice Principal																																	
Mass Cleaning Campaign	DK,SO	ALL																																
Marathon	KN	ALL																																
English Debate	Yeshi	ALL																																
Budget Proposal	Principals	HoDS,Accountant & Store																																
Volley ball for all	UW,KN	ALL																																
New admission announcement for HEM and HVD	Principal	ALL																																
Highway Driving (OJT)	Vice Principal	In-charges																																
OJT Visit for disbursement of stipend and DSA	Vice Principal	Principal, Accountant & In-charges																																
December, 2019			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
HEM and NC 3 report to Institute	Vice Principal																																	
Load Driving	Vice Principal	In-charges																																
National Assessment (NC3/HVD NC II /HEM NC III)	OC Exam																																	
Interview for HVD,HEMO & NCIII	Principal	Admission committee																																
Staff meeting	Principal	Management																																
OJT briefing for NC II 2nd years	Vice Principal	Trainees,Accountant																																
Certification for HVD,HEMO & NC III	Principal	ALL																																
Institute Picnic	Principal	All faculties																																
Vacation	Principal	All faculties																																
January, 2020			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
OJT for NC II 2nd years	Vice Principal	HoDs																																

Standrization of assignements,Project work and Presentation	Principal	ALL																																
OJT visit for disbursement of stipend & DSA	Principal	Accountant																																
February, 2020			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			
Staff report	Principal	All																																
PD Programe	Principal	All																																
OJT for 2nd years continues	Vice Principal	Trainees																																
Trainees reporting	Principal	Warden																																
Staff Attachement for Automobile	Vice Principal	Staff																																
OJT monitoring visit	Vice Principal	All In-charges																																
Regular Training start(NC2 first year & NC3)	Vice Principal	Concern faculties																																
Orentation for HEM and HVD	Vice Principal	Concern faculties																																
Regular class for HEM & HVD	Vice Principal	SO, TW																																
Mass Cleaning Campaign	DK,SO	All faculties/Trainees																																
March, 2020			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	
OJT for NC 2 Second year	Vice Principal	Trainees																																
OJT monitoring visit	Vice Principal																																	
Staff Attachement for Automobile	Principal	HRC																																
Institute Rimdro	Dophu	All staff																																
OJT visit for disbursement of stipend & DSA	Vice Principal	Principal and Accountant																																
Inservice Basic training	Vice Principal	Faculties																																
National Assessment for HEMO	OC Exam																																	
Instituional Assessment HVD,HEMO & NC-III	OC Exam																																	
Dzongkha Debate	Lop Sherub																																	
Staff attachement	Principal	HRC																																
April, 2020			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	
Inter Trade Cricket, Khuru match	KN	TW																																
Mass Cleaning campaign	DK,SO	Trainees/Staff																																
Report of NC II Second year	Vice Principal	Warden/Matron																																
OJT visit for NC-III & HEM	Vice Principal	Concern faculties																																
OJT visit for disbursement of stipend & DSA	Vice Principal	Principal and Accountant																																
New admission announcement for NC 2 Automechanic , NC 2 Electrician, HEM and HVD	Principal	Admission committee																																
HVD Highway Driving(OJT)	Vice Principal	DR,Duba,PR																																
May, 2020			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	

OJT monitoring visit	Vice principal	Concern faculties																															
Zorig day	Principal	Cultural Committee																															
Instutuinal Assesment for AE & AM NC II	OC Exam	Concern faculties																															
OJT visit for disbursement of stipend & DSA	Vice principal	Principal and Accountant																															
Teachers day	Principal	All Teaching Faculties																															
Selection interview	Principal	Admission committee																															
Highway Driving(OJT)	Vice principal	DR,Druba,PR																															
June, 2019			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
NC-III & HEM reporting	Vice principal	warden,SO,DK,TW																															
National assement NC 2 Electrician	OC Exam	Concern faculties																															
National assement NC 2 Automechanic	OC Exam	Concern faculties																															
National assement NC 3 Automechanic	OC Exam	Concern faculties																															
HVD Load Driving	Vice principal	DR,Druba,PR																															
National assement NC 2 HVD	OC Exam	Concern faculties																															
National assement NC 3 HEM	OC Exam	Concern faculties																															
In Campus Recrument	Principal	Concern faculties																															
Graduation	Principal	All Teaching Faculties																															
Summer vacation	Principal	All Teaching Faculties																															