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8. Academic Planning for Term 2

S. No	Action Item	Responsible Person	Timeline	Expected Outcome
1	Adjust teaching schedule			
2	Provide extra classes for delayed topics			
3	Strengthen assessment planning			
4	Ensure syllabus completion before annual exams			

9. Compliance Review

S. No	Parameter	Status (Yes/No)	Remarks
1	50–60% syllabus completed		
2	Subject-wise audit conducted		
3	Delayed topics identified		
4	Revised plan prepared for Term 2		
5	Teachers informed about revised timelines		

10. Principal's Observations

11. Signatures

Academic Coordinator: _____

HOD: _____

Principal: _____

Date: _____