

# केन्द्रीय विद्यालय संगठन, लखनऊ संभाग

## ACADEMIC CALENDAR OF ACTIVITIES

### SESSION-2021-22



This academic calendar for session 2021-22 has been designed keeping in view the fact that due to pandemic COVID-19 various activities are being conducted in online mode.

The remark column is inserted to record whether the activity has been conducted or not? If Yes, then date of completion of activity to be mentioned.



#### Important Days: April, 2021

02/04/2021	Good Friday
07/04/2021	World health Day
13/04/2021	Vaishakhi
14/04/2021	Ambedkar Jayanti
18/04/2021	World Heritage Day
21/04/2021	World Creativity & Innovation Day
22/04/2021	Earth Day
25/04/2021	World Malaria Day

Sl. No.	Date/Month	Activity	Activity Description	Remarks (AC/Principal)
<b>April, 2021</b>				
1	01/04/2021	Commencement of New Session	Welcome Note/Address by Principal & Teachers	
2	01/04/2021	Circulations	1.CCA Calendar 2.Time Table 3.EBSB Calendar 4.Split up of Syllabus 5.SBSB/Fit India Activity Calendar 6.Games/Sports Activity Calendar 7.Teacher's diary (To be redesigned considering the Online/blended mode of Teaching Learning process) 8.Vidyalaya level Institutional plan	
3	01/04/2021 to 15/04/2021	Subject Committee Meetings	The subject committee meeting should be conducted to discuss the split up of syllabus, pedagogical and assessment related issues.	
4	01/04/2021 Onwards	Admission process	Admissions in Class 1 & other Classes to be completed as per date schedule issued by KVS. (Class 1 Admission yet to be done as date of lottery postponed.)	
5	01/04/2021	School level committees	The school level committees should be formed on or before 31 <sup>st</sup> March and to be circulated on 01/04/2021.	
6	April, 2021	Mapping of students	1.With & Without devices 2.Identification of learning gaps 3. Learning enrichment Classes up to 20/04/2021.	
7	April to February	Jigyasa	Virtual or Actual CSIR Lab visits by KV Students.	
8	15/04/2021	CCT/PISA	Mentors' orientation & Weekly CCT Practice plan	
9	20/04/2021	Registration/ Re-registration of B S & G Units	Vidyalaya shall process for registration & re-registration of B S & G Units and Activity Calendar to be prepared.	
10	15/04/2021 to 30/04/2021	PTA Formation	The Executive Committee of PTA should be constituted as per Article 147 of Education code.	
11	April to June Quarter	CMP E-Newsletter.	The Quarterly E-Newsletter should be published. (To be completed by 30 June.)	
12	25/04/2021 to 01/05/2021	Holiday homework/ Assignments	The homework/assignment should be uploaded on website/blog of Vidyalaya and also in Google Classroom.	
13	April, 2021	राजभाषा बैठक	सत्र की प्रथम बैठक दिनांक 30/04/2021 तक पूर्ण की जानी चाहिए .	
14	April, 2021	Fee Collection and Fee reconciliation	The Principal should check the status of fee deposition and maintain the record of Fee exemptions.	
15	April, 2021	APAR	Reporting of APAR of previous session.	As per Schedule.
16	April, 2021	FLN Module	Implementation of 3 months FLN Modules for the students of Class 1.	
17	April, 2021	KVS Initiatives	Celebration of Pustkopahaar etc.	



**Important Days:  
May & June, 2021**

07/05/2021	Tagore's Jayanti
08/05/2021	Red Cross day
09/05/2021	Mother's day
11/05/2021	National Technology day
21/05/2021	Anti-Terrorism day
26/05/2021	Buddha Purnima
05/06/2021	World Environment Day
08/06/2021	World Ocean Day
15/06/2021	World wind Day
21/06/2021	International Day of Yoga

**Note:**

The panel inspection of the Vidyalaya shall be done by KVS RO Lucknow from 1<sup>st</sup> July onwards through Online /Off-line mode.

Sl. No.	Date/Month	Activity	Activity Description	Remarks (AC/Principal)
<b>May &amp; June, 2021</b>				
18	01/05/2021	Statement of Teaching Philosophy	Each subject teacher shall prepare STP. The exemplar has already been circulated by KVS, Regional Office/Vidyalaya. (Para 5.14, NEP-2020)	
19	01/05/2021	Commencement of Summer Vacation	Sharing Alternative Academic Calendar with the students and parents.	
20	03/05/2021 to 19/06/2021	Summer Vacations	Vidyalaya should plan & execute for gainful engagement of students during summer vacations.	
21	05/05/2021 to 30/06/2021	Result Preparation Class X	As per the CBSE Policy documents and time line.	
22	April to June 2021	OASIS Data and U-DISE Data updation	To be completed as per the schedule issued by departments concerned. (Para 8.7 of NEP-2020)	
23	20/06/21 to 30/06/21	Checking of holiday homework	The students should be motivated to submit holiday home works/assignments on Google Classroom or other portal/platform convenient to teachers & students and teachers may check the same.	
24	20/06/2021	Re-verification/ Updation of data on UBI Portal	As per the date schedule issued by KVS HQ.	
25	21/06/2021	International Yoga Day	As per SOP issued by KVS HQ & Ayush Ministry, Govt. of India.	
26	June, 2021	Safety Certificate	1. Building 2. Fire 3. Water potability	
27	June, 2021	Tarunotsav	Tarunotsav may be celebrated from 21/06/2021 for 10 days in online/offline mode as per administrative orders in light of COVID-19. The following activities may be incorporated- 1. Career counselling 2. Professionals' talk 3. Motivational lectures 4. Skill development Activities	
28	June, 2021	राजभाषा कार्यशाला	विद्यालय स्तर पर राजभाषा क्रियान्वयन कार्यशाला का आयोजन	
29	20/06/2021 onwards	UBI Fee data verification	The UBI Fee data for Quarter II must be verified as per the schedule issue by KVS HQ.	
30	21/06/2021	Checking of holiday assignments/ Homework	The homework/assignments should be checked and proper follow up mechanism should be adopted.	
31	25/06/2021	ACP/MACP/ Confirmation proposals	The Proposals duly completed in all respect should be sent to KVS RO Lucknow on or before 30/06/2021.	
32	25/06/2021	Submission of Vidyalaya Plan	The Vidyalaya Plan to be submitted to KVS RO Lucknow by 25/06/2021.	
33	On or before 30/06/2021	CBSE Marks Uploading	Class X marks and grades are to be uploaded by 30/06/2021 as notified by CBSE.	
34 (i)	June, 2021	Pairing with Vidyalaya	Pairing of Vidyalaya located in paired state i.e. Meghalaya for various activities under EBSB.	



**Important Days:  
July,2021**

01/07/2021	Van Mahotstav
01/07/2021	National Doctor's Day
03/07/2021	International Plastic bag free day.
11/07/2021	World Population Day
15/07/2021	World Youth skills day
20/07/2021	World Chess Day
26/07/2021	Kargil Vijay Diwas



**Important Days:  
August,2021**

03/08/2021	World Sanskrit Day
08/08/2021	Kranti Diwas
10/08/2021	World Bio fuel Day
15/08/2021	Independence Day
20/08/2021	Sadbhavana Divas
25/08/2021 to 30/08/2021	World Water Week
29/08/2021	National Sports Day

Sl. No.	Date/Month	Activity	Activity Description	Remarks (AC/Principal)
<b>July,2021</b>				
34 (ii)	June,2021	School Reach-out programme	Selecting and Supporting local school under out reach programme.	
35	1 <sup>st</sup> to 5 <sup>th</sup> July,2021	Workshop on Foundational Numeracy/ Literacy	The HM and teachers teaching in Class 1 & 2.	
36	July,2021	EBSB Activities at Vidyalaya level	As per calendar of activities issued by KVS.	
37	15/07/2021	Constitution of Student Council	The school may complete this activity through online/Offline mode as per administrative orders.	
38	July	Celebration of special weeks	1. Environment week 2. Book week 3. Vanotsav week	
39	First Fortnight of July	One day workshop of PGTs/TGTs on Pedagogical enrichments	The following may be the contents of workshop- 1. NEP & Role of teacher 2. Experiential learning 3. Child centric pedagogies	
40	1 <sup>st</sup> to 7 <sup>th</sup> July	Subject Committee Meeting	KVS RO Level & Vidyalaya level.	
41	July,2021	राजभाषा कार्यशाला	राजभाषा कार्यशाला का आयोजन	
42	20/07/2021 onwards	Monthly Test for Class XII	Online/Offline mode as per administrative orders.	
43	15/07/2021	SBSB Activities	Virtual/Physical Mode.	
44	16/07/2021	Plan for 50 hours Mandatory training	As referred in NEP,50 hour mandatory training may be planned by ZIET/RO	
45	31/07/2021	Publication of E-Patrika	E-Patrika showcasing the activities and creative work of the students & teachers during summer vacations.	
46	July,2021	Cluster level Quarterly CMP Meeting	The Head Masters/Primary Teachers and Principals and the AC Concerned to attend the meeting and discuss academic issues.	
47	July,2021	Quarterly Fee collection	Fee reconciliation to be done on last working day.	
48	July,2021	Science Exhibition	Vidyalaya Level JNNSME-2021	
49	July,2021	NCSC Workshop	NCSC workshop at Regional level.	
<b>August,2021</b>				
50	02/08/2021	Online/Offline Investiture ceremony	Student Council shall take oath. Duty charter may be shared with them. The teachers may take the help of members to conduct CCA Activities and Online/Offline Classes.	
51	05/08/2021 onwards	First Periodic Test-Class III to XI.	Date sheet as per feasibility of the Vidyalaya.	
52	16/08/2021 to 22/08/2021	Sanskrit Week Sanskrit Diwas celebration	Day wise schedule may be prepared and may be conducted in online/Offline mode.	
53	August,2021	VMC Meeting	The Vidyalaya shall organize VMC Meeting on feasible date.	
54	15/08/2021	Independence day celebration	The pictorial/visual monologue in the form of Collage/video programme may be uploaded on social media.	
55	18/08/2021	Orientation of Teachers for NCSC	The Science teachers of the region may be oriented for National children Science Congress.	
56	20/08/2021	PTM	1. शिक्षक अभिभावक संवाद 2. Taking feedback. 3. Reaching to the unreached parents.	



CALP Programme- Compensation of Academic Loss is very essential in Online mode of teaching learning to bridge the learning gap.



Important Days:  
September, 2021

05/09/2021	National Teacher's Day
08/09/2021	International Literacy Day
14/09/2021	राजभाषा हिन्दी दिवस
15/09/2021	International day of Democracy
15/09/2021	National Engineer's Day

Examination Related Information:  
1.Term End Examination-Class III to VIII  
2.PT-2 for Classes IX & X.  
3.Half Yearly Exam-Class XI & XII.The schedule of Examination shall be circulated by KVS RO Lucknow in due course of time.

Sl. No.	Date/Month	Activity	Activity Description	Remarks (AC/Principal)
57	21/08/2021 to 24/08/2021	Regional level Subject Committee meeting to be chaired by DC/AC.	The Agenda points may be circulated on or before 13/08/2021 and feedback of subject teachers may be taken through Google form regarding issues & challenges faced by the subject teachers in their subjects.	
58	21/08/2021	Online/Offline Monthly Test Class XII	Maximum Marks-50 Duration:90 Minutes	
59	August,2021	Vidyalaya level JNNSME-2021	The exhibition may be conducted online or offline mode as per feasibility & government guidelines.	
60	August,2021	CALP Programme	1.Identification of learning Gap 2.Remedial Teaching Plan	
61	August,2021	Regional Level Youth Parliament	A per feasibility.	
62	August,2021	EBSB Activities	As per KVS Schedule.	
<b>September, 2021</b>				
63	05/09/2021	Teacher's day Celebration	The teacher's day celebration may be organized Online or Offline mode as per feasibility. The Vidyalaya & Regional office may publish "Teachers' special" E-Patrika/Coffee table book on teacher's day. The following activities may be conducted to offer the tribute to teachers- 1. Social media profile picture of the day. 2. My teacher-My hero section may be incorporated in E-Patrika where memoir of students & teachers may be published.	
64	September, 2021	AEP Training	Orientation of Teachers to deal with the issues/queries of adolescent students. (Para 8.10 of NEP-2020)	
65	14/09/2021	हिन्दी दिवस हिन्दी पखवाड़ा प्रारम्भ/समापन	विद्यालय स्तर पर विभिन्न कार्यक्रम आयोजित होंगे।	
66	September, 2021	Registration for INSPIRE MANAK	The Inspire Manak Award website must be visited on regular basis for latest updates.	
67	19/09/2021 (Sunday)	KVS JMO	As per KVS Guidelines.	
68	20/09/2021	Mini sports meet cum Yoga Competition	If situation of COVID-19 prevails, the Online competition for solo games/Yoga can be conducted otherwise the same may be conducted with the physical presence.	
69	September, 2021	EBSB	Activities scheduled for the month of September may be conducted.	
70	22/09/2021 to 04/10/2021	PT 2/Term End Examination/ Half Yearly Examination.	Class III to XII Date schedule may be issued from KVS RO Lucknow. Question Paper for half yearly exam may be prepared at Regional level while at School level for other tests.	
71	September, 2021	EBSB Activities	As per Calendar of Activity	
72	September, 2021	SBSB Activities	As per Calendar of Activity	
73	September, 2021	Principals' conference	Regional level Principals' conference to be conducted in August/Sept.	



केन्द्रीय विद्यालय संगठन

OCTOBER 2021

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**Important Days:  
October,2021**

02/10/2021	Gandhi Jayanti
04/10/2021	World Animal Welfare Day
05/10/2021	World Teacher's Day
10/10/2021	World Mental Health Day
11/10/2021	International Day of the Girl Child
15/10/2021	World Student's Day
31/10/2021	Rastriya Ekta Diwas

NOVEMBER 2021

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**Important Days:  
November, 2021**

07/11/2021	C.V.Raman's Birthday
14/11/2021	Children's Day
26/11/2021	Indian Constitution Day

Sl. No.	Date/Month	Activity	Activity Description	Remarks (AC/Principal)
<b>October,2021</b>				
74	02/10/2021	Gandhi Jayanti Celebration	Vidyalaya level Events- 1.परिचर्चा-गाँधीविचार (Teachers & Students) 2.Cleanliness drive-Plog run Regional Level Events- 1.Online Art Exhibition 2. Online webinar-Gandhi ji & his Idea of India.	
75	05/10/2021	Study Material development	Study materials for the students of Classes X & XII.	KVS HQ Level
76	09/10/2021	Online Grand Parent's day	Vidyalaya level Newsletter by the Primary teachers on the Occasion of Grand Parents day.	
77	08/10/2021 to 10/10/2021	Online PTM	To discuss the performance of the students in PT 2/Half yearly Examinations/Monthly Tests. The report cards to be sent through email. The performance of individual student should not be discussed in Group meeting. General performance of the students in each subject should be discussed and feedback of parents may be taken.	
78	11/10/2021 to 20/10/2021	Autumn Break	Online CCT Activities Creative assignments	
79	October,2021	राजभाषा समिति तिमाही बैठक एवं कार्यशाला	राजभाषा अधिनियम 1976 की धारा 3(3) के अनुपान की समीक्षा एवं राजभाषा कार्यान्वयन पर चर्चा	
80	October,2021	Vigilance Awareness week	Pledge/Webinar/Online competitions etc.	
81	28/10/2021 & 29/10/2021	Regional level NCSC	The Regional level NCSC May be conducted in Online/Offline mode as per feasibility.	
82	31/10/2021	Rastriya Ekta Diwas	Pledge, Lecture, Debate, Discussion etc.	
83	October,2021	EBSB Activities	As per KVS Schedule.	
<b>November,2021</b>				
84	07/11/2021	B S & G Foundation day	One day Cub-Bul-Bul Utsav Scout/Guide Activity.	
85	11/11/2021	National Education day	Debate/Lecture/Symposiums	
86	14/11/2021	Bal diwas	Children's Day Celebrations	
87	25/11/2021	First Pre-board Class XII/ Practice Test Class X	Question Paper and Date sheet may be prepared at Regional Level.	
88	November, 2021	Celebration of Communal harmony week	A week long activity plan may be prepared to celebrate the week.	
89	26/11/2021	Constitution Day	Pledge/Preamble Reading, Teacher's talk & other activities.	
90	November, 2021	KVS National level NCSC	As per Date schedule & Guidelines.	
91	November, 2021	Entries of INSPIRE MANAK Award	Date to be checked from Inspire Manak Portal.	
92	November, 2021	EBSB Activities	As per KVS Schedule.	



तत् त्वं धेनुं अयावतु  
केन्द्रीय विद्यालय संगठन



**Important Days:  
December,2021**

01/12/2021	World AIDS Day
02/12/2021	National Pollution Control Day
04/12/2021	Indian Navy Day
07/12/2021	Armed Forces Flag Day
10/12/2021	Human Right Day
14/12/2021	International Energy Day
25/12/2021	National Good governance Day
29/12/2021	Biodiversity Day



**Important Days:  
January,2022**

12/01/2022	National Youth Day
15/01/2022	Indian Army Day
21/01/2022	Meghalaya Statehood Day
23/01/2022	Neta Ji's Birthday
24/01/2022	National Girl Child Day
26/01/2022	Republic Day
30/01/2022	Shaheed Diwas

Sl. No.	Date/Month	Activity	Activity Description	Remarks (AC/Principal)
<b>December,2021</b>				
93	First Week	तृतीय हिंदी कार्यशाला/बैठक	राजभाषा कार्यान्वयन समीक्षा एवं प्रशिक्षण कार्यक्रम	
94	07/12/2021	Review of Results of Pre-Boards	1.Review 2.Remedial Strategies 3.Remedial Classes 4.Focussed Practice	
95	15/12/2021	KVS Foundation Day	1.Vidyalaya level celebration 2. Flipbook publication on journey of KVS. 3.Allumanii Mantra-E-Book	
96	15/12/2021	KVS Incentive Awards	KVS HQ	
97	December, 2021	VMC Meeting	Agenda points may be academic, administrative, finance and development.	
98	December, 2021	Vidyalaya level Sports day	May be conducted before 22/12/2021.	
99	December, 2021	PTM	On or before 15/12/2021.	
100	December, 2021	RO level subject Committee meeting	The subject Committee shall discuss the syllabus, assessments and modalities of Session ending Exams.	
101	December, 2021	EBSB Activities	As per Calendar of Activities.	
102	December, 2021	Winter break 23/12/2021 to 09/01/2022	Assignments/Homework/Remedial Classes/Subject Enrichment Classes, Experiment on O-Lab platform.	
103	December, 2021	KVS Regional level JNNSME-2021	KVS Regional level JNNSME to be conducted in month of December/January.	
104	December, 2021	UBI Fee Data verification	As per schedule issued by KVS HQ.	
105	September to December, 2021	Cluster Level CMP Meeting	It should be preferably conducted in the month of November.	
<b>January,2022</b>				
106	12/01/2022 Onwards	PT-3(III to XI) Pre Board-2 for Class XII	Date sheet RO Level .Q.P. of Pre-Board-2 at RO Level while Q.P of PT-3 Vidyalaya level.	
107	January,2022	EBSB Activities	As per Calendar of Activities	
108	January,2022	राजभाषा कार्यान्वयन समिति की तिमाही बैठक	राजभाषा कार्यान्वयन प्रगति की समीक्षा	
109	26/01/2022	Republic Day celebration	The celebration should be coupled with EBSB Activities.	
110	25/01/2021 onwards	PTM	The parents may be apprised with Evaluation scheme, CCT, SEE Syllabus	
111	28/01/2022 & 29/01/2022	KVS National JNNSME-2021	To be conducted as per the guidelines of NCERT.	
112	25/01/2022	Cluster Level CMP Meeting	Each Cluster shall convene the meeting keeping the learning outcome & interdisciplinary approach in focus.	
113	January,2022	Tinker Fest Toy Competition	Vidyalaya Level (Para 4.1 of NEP-2020)	
114	January,2022	FLN Training & Module Development	Regional Level training for preparation of next session. (Para 2 of NEP-2020)	



**Important Days:**  
February & March ,  
2022

21/02/2022	Mother tongue Day
22/02/2022	Thinking Day (Scout/Guide) World Scout Day
28/02/2022	National Science Day
08/03/2022	International Women's day
16/03/2022	National Vaccination Day
20/03/2022	International Day of Happiness
22/03/2022	World Water Day

DIKSHA/  
NISHTHA  
training  
schedule shall  
be circulated by  
KVS.

Sl. No.	Date/Month	Activity	Activity Description	Remarks (AC/Principal)
<b>February,2022</b>				
115	01/02/2022 onwards	CBSE Practical Exams-2022	As per CBSE Date schedule	
116	01/02/2022 onwards	Performance analysis & Remedial Classes	Vidyalaya shall objectively assess the need of the students and adopt appropriate remedial strategies.	
117	05/02/2022	Practice Test for Class X	As per regional date sheet.	
118	22/02/2022	Cub-Bulbul Utsav Thinking Day celebration	Vidyalaya level activity	
119	February,2022	VMC Meeting	Date may be decided as per feasibility.	
120	20/02/2022 onwards	Registration for admission in Class I	As per KVS Admission schedule.	
<b>March,2022</b>				
121	1 <sup>st</sup> March,2022 onwards	Board Examinations/ Session Ending Examinations	As per date sheet issued by CBSE/KVS RO Lucknow.	
122	26/03/2022	Result declaration for Classes I to IX & XI.	The parents shall be informed about the academic planning of next session.	
123	28/03/2022	Planning for session 2022-23	1.Academic Planning 2.Administrative Planning 3.Financial Planning	
124	March,2022	Stock Verification & Write off activities	As per Accounts Code for KVs and GFR, 2017.	
<b>Priority Statement</b>				
<b>(Please enlist ten most important Priorities for the session)</b>				
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The following Activities are recurring in nature and Principal to keep Close watch for timely and efficient execution of Activities				
1	Monthly reports	Enrolment position, Vacancy Position, NDMA Compliance report, ICT Report, NAEP Report, EBSB, SBSB Activities.		
2	Account related monthly and quarterly returns	NPS,GPF,CPF Schedule, VVN &SF Monthly & Quarterly reports, Fee Collections, Annual Accounts, Audit Reports etc.		
3	CBSE Related Activities	CBSE Website/Notifications to be regularly checked.		



प्रशिक्षण कार्यक्रमों में शिक्षकों/कर्मचारियों के प्रभावी एवं सक्रिय भागीदारी सुनिश्चित करने हेतु विद्यालय स्तर पर Training Need Assessment किया जाना चाहिए।  
प्रशिक्षणोपरान्त कार्य योजना –

1. Sharing of Resources through subject committee.
2. Impact Analysis

## TENTATIVE REGIONAL CAPACITY BUILDING PROGRAMME SESSION 2021-22

Sl. No.	Month	TOPIC	Remarks
1	JUNE,2021	One day refresher workshop for teachers teaching AI as a Skill subject in Class VIII	<b>Vidyalaya Level</b>
2	JULY,2021	One day workshop of VPs & HMs on Supervision of Classroom	<b>KVS RO Level</b>
3		One day orientation programme on interdisciplinary approach to teaching (including multidisciplinary project work)	<b>KVS RO Level</b>
4	AUGUST, 2021	One day re-orientation of Mentors by Master trainers (PISA)	<b>Vidyalaya Level</b>
5		Workshop for JSA/SSA on office procedure and management	<b>KVS RO Level</b>
6	SEPTEMBER, 2021	One day workshop on Assessment strategies	<b>KVS RO Level</b>
7		Capacity building workshops in identifies for content enrichment	<b>KVS RO Level</b>
8	OCTOBER, 2021	Capacity building workshops in identifies for content enrichment	<b>KVS RO Level</b>
9	NOVEMBER 2021	Remedial strategies for under achievers	<b>Vidyalaya Level</b>
10	December, 2021	Workshop on result oriented strategies for Board Classes	<b>Vidyalaya/ KVS RO Level</b>
11	January, 2022	हिन्दी कार्यशाला	<b>संभाग स्तर पर</b>
12	February, 2021	एमटीएस हेतु हिन्दी कार्यशाला	<b>संभाग स्तर पर</b>

### Note:

1. The dates are tentative and may vary or may be changed by KVS RO/HQ/Authorities concerned.
2. Vidyalayas may prepare a Vidyalaya specific calendar of important day celebrations as all the days could not be incorporated here.
3. Date of Completion to be written in Remarks Column.
4. NCSC Activity calendar with training details shall be circulated by the Regional co-ordinator.
5. The training Schedule is tentative and scheduled for the training & courses at Vidyalaya level and Regional Office level. The Courses and Activities planned by KVS HQ/ZIET shall be added to it.
6. The Vidyalaya to take continuous efforts for skill development of its staff members specially in computer literacy and ICT skills.
7. CBSE related tasks are time bound. Principal has to monitor and execute the tasks with all care to avoid the inconvenience.



