



**ROYAL GOVERNMENT OF BHUTAN**  
**MINISTRY OF EDUCATION**  
**DEPARTMENT OF YOUTH AND SPORTS**  
Games and Sports Division  
**THIMPHU: BHUTAN**



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**Guidelines for the School Sports Instructors on:**

- Planning and maintaining of annual school calendar and yearly action plan.
  - Maintaining of the daily log of activities.
  - Submission of annual report.
1. Annual school calendar & Action plan
    - The annual school calendar shall be formed after the finalization of Dzongkhag annual calendar.
    - SSIs should then plan the yearly action plan (format copy attached) based on the annual school calendar. The action plan should be planned weekly based on the annual school calendar.
  2. Daily Log of Activities
    - A daily log of activities (format copy attached) should be planned weekly based on the yearly action plan and it has to be endorsed by the school Principal weekly.
    - Any activities that could not be implemented from the yearly action plan due to unavoidable circumstances should be mentioned in the remarks column.
    - Total students engaged and total working hours achieved should be calculated weekly in the daily log of activities.
    - Daily log of activities is to be maintained at school level in hard copy for documentation.
  3. Annual report
    - Annual report (format attached) should be submitted to the concerned Dzongkhag Education office with a forwarding letter duly endorsed by the school Principal at the end of the academic year.
    - Any activities that could not be implemented as per the yearly action plan should also be mentioned in the annual report.