

No.EDN-H(21)B(15)-01/2008-V
Directorate of Higher Education
Himachal Pradesh

Dated: Shimla-171001, 8th March 2010.

To

All the Headmasters/Principals of
Govt. High/Sr.Sec. Schools in H.P.

Sub: - Instructions regarding celebration of “Annual Day”.

Memo:-

In continuation to this Directorate letter of even number dated 03rd March 2009 & 27th May 2009 it is again directed that every Govt. school running in the state must celebrate “Annual Day” every year. It has come to the notice of this Directorate that this function is not being celebrated in many schools. Some institutions have changed the purpose of annual day to mere prize distribution function and no other activity/performance takes place on the day. It has also been observed that only few students take part on the annual day and most of the students remain mere spectators.

Therefore, it is directed that in future while planning/celebrating Annual Day the following instructions may be observed :-

- i) It may be celebrated in months of January and February (upto 15th February) in summer closing schools and in month of November and December in winter closing schools.
- ii) All cocurricular activities may be planned and carried out throughout the year as per calendar of the school and the best performed activities may be chosen for the day.
- iii) Both the parents of the students and distinguished persons of the area connected with the school may be invited for the day well in advance with proper information
- iv) At least the following components should be on the day :
 - (a) March past by NCC, NSS, Scouts & Guides and other students in designated uniforms.
 - (b) Mass PT, physical exercises with Lazium, Dumble, Drill (Flag Drill/Band Drill/Tipri Drill) etc.- one item each.
 - (c) Community Song.
 - (d) Patriotic Group Song.
 - (e) One Act Play.
 - (f) Folk Dance & Classical Dance.
 - (g) Playing of percussion and non-percussion musical instruments.
- v) Prize distribution should be only one part of the day. All prizes of a students should be clubbed stream wise-academic, sports & co-curricular i.e. one student should come only once to receive the prize in a stream. Prizes of sports declared on the Sport Day of the school may be distributed on the Sports Day itself.

- vi) Light refreshment may be served to students especially the prize winners with the guests.
- vii) Simplicity and decorum on the day may be maintained to the extent possible.
- viii) Almost all students should participate in one or other activity on the day.
- ix) All the parents and the distinguished guests should witness the activities and performance on the day.
- x) Annual Report to be read by the Head of the institution should be complete, precise indicating results of the students in comparison to those of the Board, specific mention of achievements of the students and other activities carried out by the school during the academic year. Annual Report of the school should be published in the school magazine to be brought out in the end of the academic session.

These instructions may be complied with strictly and no deviation be made thereof, failing which strict action shall be initiated against defaulters.

Sd/-
Director of Hr. Education
Himachal Pradesh
8th March 2010.

Endst. No. even Dated: Shimla-171001,
Copy for information to:-

1. The Principal Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-171002
2. The Additional/Joint/Deputy Director of Higher Education, Directorate of Higher Education, H.P. Shimla-1
3. Private Secretary to Hon'ble Education Minister to the Govt. of Himachal Pradesh, Shimla-2
4. Private Secretary to Hon'ble Chief Parliamentary Secretary to the Govt. of Himachal Pradesh, Shimla-2.
5. All the Deputy Directors of Hr. Education in Himachal Pradesh for necessary information and with directions that list of heads of institutions who don't celebrate the Annual Day in their institutions may be submitted by 31st May every year and it will be one of the agenda items in their first meeting with heads of educational institutions in their districts.
6. The Supdt. (Estt.-I) to include celebration of Annual Day in the District Action Plan of Deputy Directors and Action Plan of General Branch of Directorate of Higher Education.
7. Guard File.

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Director of Hr. Education
Himachal Pradesh