

E-8
22/08/2023

No.EDN-H(Ele)(4)4-10/2016-(Misc)
Directorate of Elementary Education
Himachal Pradesh. Shimla-1.
Dated Shimla-171001,

the July, 2023.

895
01/08/23

To

All the Deputy Directors of Elementary Education,
Himachal Pradesh.

Subject:-

Guidelines for implementation of House system in Schools of the state.

Sir,


In reference to SPD, OSEPA & Member Secretary, Mo School letter No. 23/3/MSA/23/383, dated 20-07-2023 on the subject cited above (copy enclosed).

In this connection, Sh. Anupam Saha, IAS, SPD, OSEPA & Member Secretary, Mo School Abhiyan Parichalana Sangathan, has intimated Government of Odisha has introduced House system in all schools of the state with an aim of developing a sense of identity and belongingness, fostering community building, further making the students responsible citizens and method of team building that emphasizes the formation of smaller groups within a larger one.

In view of above, you are directed to follow up with the guidelines and circulate with concerned schools/Block Education Officers under your control at the earliest for implementation of House system in all schools of the state under intimation to this Directorate accordingly.

Encls. : As above.

Yours Faithfully,


Joint Director (Admn)
Elementary Education, Himachal
Pradesh, Shimla-1


Endst. No. Even, Dated: Shimla-171001, the July, 2023.

Copy for information and further necessary action to:-

1. Sh. Anupam Saha, IAS, SPD, OSEPA & Member Secretary, Mo. School Abhiyan Parichalana Sangathan, Government of Odisha, A-1 Block, 6th Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar-751007.

Dy. Director of
Elementary Education
2. Guard File.
05 AUG 2023
Dispatch No. 2547
Kangra at Dharamshala

31 JUL 2023


Joint Director (Admn)
Elementary Education, Himachal
Pradesh, Shimla-1

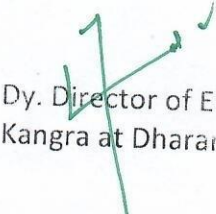
ENDST. No. EDN-KGR (E-8)-2023-24

Dated

August, 2023

O/o the Deputy Director of Elementary Education,
Kangra at Dharamshala

Copy forwarded in original along with its enclosure to all the Block Elementary Education Officer's and In charge Govt Middle Schools of District Kangra with the directions to go through the ibid letter & necessary compliance.


Dy. Director of Elementary Education,
Kangra at Dharamshala.



Mo School
www.moschool.in



Letter No

2313/MSA/23
383

Date

20/4/23

From

Shri Anupam Saha, IAS
SPD, OSEPA & Member Secretary, Mo School

To

All District Education Officers
All Block Education Officers

Sub: Guidelines for implementation of House system in Schools of the state

Madam / Sir,

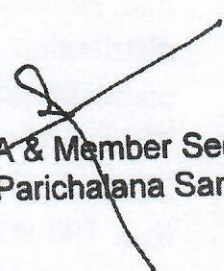
In inviting a reference to the subject cited above, I am to intimate you that, the Government of Odisha has introduced House system in all Schools of the state with an aim of developing a sense of identity and belongingness, fostering community building, further making the students responsible citizens. This is a method of team building that emphasizes the formation of smaller groups within a larger one.

The number of Houses in a school depending on the number of students enrolled should ideally be four. It is advised to limit the number of Houses to two for schools with fewer than 100 students. For the Secondary Schools that have elementary grades, a House System (Junior) will be formed on the same principles applied for secondary grades.

In this regard, a detailed guidelines has been enclosed for your ready reference.

Encl: Annexure A

Yours Faithfully,


SPD, OSEPA & Member Secretary,
Mo School Abhiyan Parichalana Sangathan

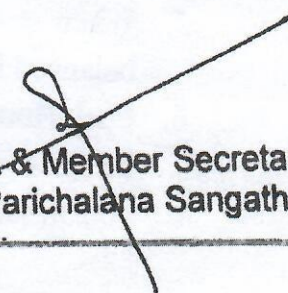
Memo No

2314/MSA/23

Date

20/4/23

Copy forwarded to all District Collectors / Director, Directorate of Secondary Education / Director, Directorate of Elementary Education / Director, TE & SCERT and Board of Secondary Education for information and necessary action.


SPD, OSEPA & Member Secretary,
Mo School Abhiyan Parichalana Sangathan

MO SCHOOL ABHIYAN PARICALANA SANGATHAN

A Government of Odisha initiative under School & Mass Education Department

Toshali Bhawan, A-1, Bhubaneswar, Satya Nagar, Bhubaneswar, Odisha 751007

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Guidelines for Implementation of the House System in Schools

A. Introduction:

All the High Schools under the ambit of ST HST Programme have undergone a remarkable infrastructural transformation. Along with infrastructural development, High Schools are also working towards equipping the students with necessary skills and qualities for improving their future. House system is an initiative of the Government of Odisha to develop various qualities and healthy competition among the students. It is a method of team building that emphasises the formation of smaller groups within a larger one. The establishment of the House system stems from dividing the student body of the school into several compact units of Houses.

B. Purpose of Establishing House System:

House system aims at developing a sense of identity and belongingness, fostering community building, further making the students responsible citizens. The objectives of the House system are:

1. To promote collaboration, teamwork, leadership, and decision making among the students.
2. To improve student engagement in schools by their active participation.
3. To realise and maximise students' potential through various activities.
4. To develop leadership and team building skills along with inculcating a sense of confidence and responsibilities among others.
5. To make students capable of critical thinking, emotional stability and self-awareness.
6. To instil critical life skills like problem solving, communication, creative thinking, empathy, and interpersonal relationships among the students.

C. Formation Process of the House system:

1. Based on the number of Houses introduced in the schools, the students will get assigned into Houses in the beginning of the academic year, preferably by mid-April. The distribution of the students must ensure that each House has a mix of talents and maintains gender balance among its members.
2. The number of Houses in a school depending on the number of students enrolled should ideally be four. It is advised to limit the number of Houses to two for schools with fewer than 100 students. For the Secondary Schools that have elementary grades, a House System (Junior) will be formed on the same principles applied for secondary grades.
3. Each House shall be allotted with a unique name and colour to retain its identity.
4. The Head Teacher should nominate a teacher for each House to act as the House master to guide and support the students in House activities.
5. When new students are registered, class teachers must ensure that the Houses are balanced in terms of the number of students, gender, and the talents.
6. Each House will have one Captain from the highest grade (10th Class). The captains will be selected by the House master based on the student candidate's attendance, academic performance, active involvement in extracurricular activities, leadership potential, etc.

7. Each House will have one vice-captain from other grades. The vice captains will be selected by the House master based on the student candidate's attendance, academic performance, active involvement in extracurricular activities, leadership potential, etc.

8. House representatives of the concerned House for each class (sections) should be selected by the respective members of the House.

9. The House System will be introduced for both elementary and secondary sections in case of high schools having elementary grades. There will be Senior Houses for secondary grades and Junior Houses for elementary grades. The HM will establish a mechanism of coordination between both Junior and Senior Houses. The elementary schools can also introduce the junior house system in place of the Student Cabinet.

C1. Composition of the Core Group of each House:

1. Each House will comprise a House Master, one Captain, one Vice-captain and House Representatives from each Class/ Section.
2. Two periods every alternate week shall be allotted to the full House meetings to interact, motivate, plan and conduct House activities including competitions under the guidance of House Masters.

C2. Tenure of the House Members:

1. Post resuming charge, captains of each House will hold positions till the declaration of the 'Best House', preferably on the day of the Annual function or any other days of importance that the school administration deems fit.
2. Captains are to hand over the charge to the vice-captain at the end of the classes of 10th grade.
3. Once the vice-captain is trained, the responsibilities will be transferred gradually while moving on to larger responsibilities like managing the overall functioning of the House.
4. The House Master may retain the charge for as long as the Head Teacher agrees upon. In case of transfer/retirement of the concerned House master, the Head teacher will select the next House Master within a week.
5. The tenure of vice-captains and House representatives is for one academic year.

D. School House Committee

Every school should establish a School House Committee composed of House Masters, Captains, and Vice Captains from four Houses under the Chairpersonship of the Head Teacher. House Committee meetings should be held twice a month or as per the requirement to plan the school schedule for different Houses. Discussions of the meetings are to be properly maintained in a register and are to be submitted to the school HM for review and necessary action.

E. Roles and Responsibilities

1. House master:

- i. S/he should chair the meetings of the House.
- ii. S/he should encourage the students to suggest activities.
- iii. S/he should help the students to make necessary preparations for their execution in consultation with the Head Teacher of School

- IV. S/he should ensure smooth functioning of the House system for the overall development of the students by finalising the school calendar.
- V. S/he should plan for learning enhancement programmes for students.
- VI. S/he should guide the captains and the vice captains in nominating the students for various activities.

2. Captain

- I. S/he should be responsible for the overall functioning of their Houses.
- II. S/he is responsible for organizing all events and activities of the House for all the students in the schools.
- III. S/he should seek direction from the House Master for the smooth functioning of Houses.
- IV. S/he should ensure that all students should get an equal chance of participation.
- V. S/he in association with the vice-captain and the House master should nominate students for various activities.

3. Vice – Captain

- I. S/he is responsible to assist the Captain in all the decision-making processes.
- II. S/he shall coordinate with the other members for meetings and programs.
- III. S/he should be responsible for keeping all records.
- IV. S/he in association with the captain and the House master should nominate students for various activities.
- V. S/he shall assist and promote the students' engagement in activities.

4. Class Representatives

- I. They should be responsible to assist their Captain and vice-captain for better functioning of the Houses.
- II. They shall participate in all the meetings.
- III. They have to take-up all the responsibilities given by the captain and vice-captain.
- IV. They shall do the reporting and monitoring of the activities.
- V. They should encourage the students to participate in the House-based activities.
- VI. S/he should update the list of members who can take part in various competitions and activities to avoid repetition of the same set of participants.

E. Mandatory components for House System:

Each House needs to include the following components:

I. Nomenclature:

- a) The designated names of the four houses are anything related to nature, local rivers, trees, birds, example- Mahanadi, Brahmani, Bansadhara and Subarnarekha. In schools, with less than 100 students, only two houses may be formed, and the HM is to decide the formation of two houses.

II. Logo:

- a) Logo is a symbol that conveys the Houses' values and the ethos that they will be working upon.
- b) Depending upon the nomenclature of the House, logos are to be designed by the schools. Design competitions can be held to promote local history, art etc at school level.

III. Motto:

- a) Motto is a short sentence or phrase that expresses the aims and beliefs of the House, for example, 'Duty, Honour, Pride' or any famous quote to motivate and express what the House stands for.
- b) The school shall decide the motto of each House.

IV. Colour:

- a) The assigned colours of White, Pink, Blue and Orange will be the designated four colours for the Houses and the school shall name each of the Houses based on any element of nature.

E. House Activities:

The Head Teacher will assign one House on a rotational basis to undertake following activities to develop collaborative team spirit, 21st century skills and positive habits etc among its members.

I. Morning Assembly:

Each House to conduct assembly on weekly basis which can comprise of

- a) News, Thought of the day, PT, Yoga, Uniform & Personal Hygiene monitoring.
- b) To take care of the school cleanliness before the morning assembly

Expected Outcomes:

- a) To develop collaborative team spirit, leadership, interpersonal communication skills,
- b) To develop habit of keeping surroundings clean

II. Organising School/ House level Competitions:

Organising various competitions such as quiz, debate, drawing competition, poster making competition etc on occasions such as celebration of National and international days. For example, the organisation of debate competitions on the occasion of Independence Day or the organisation of poster making competitions on the occasion of Teachers' Day.

Expected Outcomes:

- a) Develop/improve understanding the significance about important days.
- b) Develop presentation skills/critical thinking skills/communication skills and decision making.
- c) Develop performing arts- dance and drama skills.
- d) Develop/improve understanding of diverse cultures.

III. Cleanliness

The House Committee should decide the date/week for the execution of this activity. Both the open and closed areas of the school should get divided into four parts, allotting one-part to each House.

The indicative activities may include:

- a) Ensuring polyethene-free school premise.
- b) Ensuring neat and clean classrooms.
- c) Addition of creating and maintaining bio-degradable and non-biodegradable dustbins
- d) Best out of waste competitions

IV. Plantation drives and beautification of the school ambience

The House Committee should decide the date/week for the execution of this activity. School's open areas should be divided into four parts, allotting one part to each House.

Expected Outcomes:

- a) Develop the quality to value and care for plants.
- b) Develop a positive attitude while working with peers.
- c) Exposure to learning from experiences/ learning by doing approach.
- d) Learn collaborative skills.
- e) Learn the importance of nature.

VI. Organising Competitions on local/ regional/ national festivals:

The House Committee should decide the month and week for the execution of these activities. Each of the following activities may get allotted to each House for its preparation and organisation at the school level.

- a) Folk tales
- b) Folk dances
- c) Dance-drama based on local stories.
- d) Poem recitation

Expected Outcomes:

- a) Passion to participate without the fear of failure.
- b) Develop/improve communication skills.
- c) Life skills with integration of performing arts.
- d) Collaborative and team spirit skills
- e) Respect for their old traditions and culture

VII. Pen paper-based competitions:

The House Committee should decide the date and month for the execution of these activities. The students selected by each House will participate as the nominated participants.

- a) Essay/ Composition writing
- b) Drawing
- c) Painting

Expected outcomes:

- a) Develop/improve Imaginative skills.
- b) Develop/improve Creative/critical thinking.
- c) Develop/improve Creative writing.

VIII. Conducting Student Parliament:

The House Committee should decide the date and month for the organisation of Student Parliament. Each House will nominate its student to participate in the programme. Students shall debate and discuss the ongoing current affair issues and how the situation can be carried forward to ensure the improvement of the nation.

Expected Outcomes:

- a) Develop/ Improve communication skills.
- b) Develop/ Improve collaborative skills.
- c) Develop/ Improve critical thinking skills.
- d) Develop/ Improve problem solving skills.
- e) Develop/ Improve decision making skills.

IX. Sporting activities:

The House Committee should decide the date and month for the organisation of annual sports and individual game competitions. Each House will nominate its student to participate in the programme.

Expected outcomes:

- a) Develop/improve their physical fitness and motor skills.
- b) Acquire the knowledge and skills to perform fundamental athletic skills.

X. Students Dispersal:

Like the morning assembly, House members will also look upon smooth management of students during dispersal. They are to check the students' discipline and ensure class-wise queue.

F. House of the Year and Reward System:

An annual recognition procedure for the House activities is instituted to maintain the momentum of the activities. Based on the performance and points scored by the Houses, the best performing House is to be declared as 'House of the Year' on a special day such as Republic Day or Annual Day towards the last month of the last quarter of the academic year. A House trophy shall be awarded to the best House which can be used as a running trophy year on year.

F.1. Reward Point system:

All activities and intra-school House wise competitions organized by the school and participated by students in an academic year shall get recorded and given points as per agreed scheme.

- a) The Houses will receive regular points for their participation in various activities and events throughout the academic year.
- b) The Head Teacher shall award these points in accordance with the following:
 - i. 5, 4, 3 points shall be awarded to the respective top 3 finishing Houses in an individual event.
 - ii. 10, 8, 6 points shall be awarded to the respective top 3 finishing Houses in the group events.

- iii. The House points must prominently display in the School Notice Board so all students can view them.

The schoolhouse committee will finalise the points and display it in a specially designed display board for the House System in the school. In case of any dispute, the decision of the headmaster will be treated as final. At the end of the academic session, the Head Teacher will finalise the final tally and declare 'House of the Year'. The House will be awarded the prizes as an incentive.