

Co-curricular Activities

10. Introduction:

Co-curricular activities are an integral part of curriculum which provides educational activities to the students and thereby help in broadening their experiences. Co-curricular activities can be defined as the activities that enhance and enrich the regular curriculum during the normal school hours. All co-curricular activities are organised with specific purpose which vary according to the nature and form of such activities.

Importance:

1. These activities are designed to meet the needs of the students and cover a broad/wide range of their abilities and talents.
2. Such activities stimulate the interests in the students and provide equal opportunities to all the students to participate
3. These activities enhance the learning experience of the students and help in recognizing and developing their inner skills such as leadership qualities, creative or innovative skills *etc.*
4. Co-curricular and extra-curricular activities give the students a chance to think out of their box and get creative ideas of their own with the help of a guide/facilitator.
5. These activities help the students in developing richer learning experiences by giving them a chance to think in new ways to solve a problem or answer a question.
6. Students need to take time outs to do more than just studying. Co-curricular and Extra-curricular activities give them a chance to relax, refresh and mingle easily with others.
7. In short, these activities prepare the students practically for their future.
8. The normal curriculum teaches and educates the student about academic theories while co-curricular activities and extra-curricular activities help the student to apply what he/ she has learned to practice in their practical life.
9. These activities help in developing the grasping power of the students and provide an opportunity to the students to work in teams and thus develop team spirit in them.
10. Most of the Co-curricular and Extra co-curricular activities are to keep the students physically active and get them out their desks to try out new things in practical way.

Some important Co-curricular activities to be undertaken in schools are as under:

10.1 National Service Scheme (N.S.S.) :

N.S.S a centrally sponsored scheme was introduced in 37 selected universities on 24-09-1969 both “as a measure of Education Reforms and as a mean to improve the quality of educated man power”. It was extended to plus two schools in 1985. The scheme has aroused among the student youth an awareness of the reality of life, a better understanding and appreciation of the problems of the people. It is an attempt in making education relevant to the needs of the society.

The scheme was implemented in Himachal Pradesh University in 1972 and extended to plus two schools in 1993.

10.1.1 Aims and Objectives:

(a) **Aims.**—The overall aim of the scheme is to “arouse the social consciousness of the students and to provide them with opportunity to work with people in the villages and slums, and to expose them to the reality of life” so as to “bring about a change in their social perceptions”.

(b) **Objectives.**—Main objective of the scheme is “Development of personality of a student through community service rendered during leisure hours”.

10.1.2 Cardinal Principle:

The cardinal principle of NSS programme is that it is “of the students, for the students and by the students” and offers them sense of involvement in Nation building besides work experience.

Classification of Activities:

There are two kinds of activities namely:—

- (a) **Regular NSS Activities** (b) **Special camping programme**

(a) **Regular NSS Activities.**—Under the students undertake various programmes in adopted villages and urban slums during week- ends or teaching hours. Volunteers are required to put in minimum of 120 hours of community service, orientation and campus work in accordance with the NSS manual and instructions/ guidelines of Govt.Of India. Volunteers may be placed in the following projects under community work.

(i) **Institutional work.**—Placing students with voluntary organisation working for the welfare of women, children, aged & disabled outside the campus.

(ii) **Rural Projects.**—Projects in adopted villages for such as eradication of illiteracy, watershed management, health, hygiene, sanitation, mother-child care, family life education, rural roads, gender justice and campaign against social evils *etc.*

(iii) **Urban Projects.**—In addition to above, the project includes adult Education, welfare of slum-dwellers, civil-defence, traffic control, work in hospitals, orphanages, destitute homes, environment, population education, Drugs & AIDS Awareness *etc.*

(iv) **National Programmes.**—Volunteers may take up such programmes like Mass Programme of functional Literacy, AIDS Awareness Programmes and sustainable development and help the Govt. Unit is to take up activities which are local need based.They are to be in accordance with the suggestive list contained in NSS Manual and specific directions received from competent authorities from time to time.

(b) **Special camping Programme.**—Under this, camp of 7days duration are organised in adopted villages or urban slums during vacations50% of the volunteers participate in these camps, Projects are undertaken in accordance with the “**camping themes**” given by Govt. of India.

10.1.3 NSS Unit:

Strength of a unit will be 100 volunteers but in exceptional cases, a unit may be started with 75 volunteers with the permission of Government/Director of Higher Education and the strength of half unit will be 50 volunteers however due to less enrolment in schools of tribal/ difficult area, it can be relaxed by the Director of Higher Education.

10.1.4 Enrolment in NSS:

Any regular student in plus two classes or classes of the three year degree courses (TDC) at college level can apply for enrolment in NSS. NCC cadets, National Sports Organisation (NSO), Scouts & Guides are not to be enrolled in NSS simultaneously.

10.1.5 Volunteer:

- (a) **Code of Conduct:** Volunteer shall:—
 - (i) Work under the guidance of group leader;
 - (ii) Make himself/herself worthy of confidence and cooperation of group/community leadership;
 - (iii) Scrupulously avoid entering into any controversial issue;
 - (iv) Keep day to day record of activities/experiences in NSS Diary and get it signed by programme officer.
 - (v) Wear NSS Badge and Cap while on work.
- (b) A volunteer is entitled for NSS certificate upon rendering 240 hours of community service in two consecutive years and participation in 7 days special Annual Camp (Day and Night).
- (c) Volunteers who render community service of exceptionally high standard may be honoured publically and also recommended for participation in State, Regional, National youth events.

10.1.6 Programme Officer (P.O.):

He/she is to motivate volunteers to understand values and philosophy of NSS and provide guidance & direction to them. He is to facilitate them in planning, implementation and evaluation of their activities. He is to act as an organizer, counsellor, educator, co-ordinator, supervisor and administrator and public relations officer in the discharge of his obligations effectively.

10.1.6.1 Selection/Appointment:

The P.O. will be selected by the School Principal from amongst the lecturers/PGTs and will be appointed by Programme Coordinator on his recommendations, after scrutinizing his bio-data focusing on his/her aptitude and performance in community service. In all girls schools programme officer should be a lady teacher and in co-educational schools one lady programme officer should also be appointed to ensure that our girls volunteers don't face any difficulty during camps and out stations. In Co-educational Schools, Principals shall divide the unit into two half units: one half units of boys and other half of girls each headed by male and female NSS Programme Officer respectively. Both half units will work together. GIA and honorarium will be shared equally.

10.1.6.2 Eligibility:

Only Lecturer/PGT with commitment, dedication and inclination for community service be appointed. Teachers holding any assignment other than teaching i.e. Associate NCC Officer (ANO), DPE/Lecturer in Physical Education/Hostel Wardens/Bursar *etc.* is not to be appointed as a Programme Officer. Age bar is not applicable for appointment as a programme officer.

10.1.6.3 Tenure:

A Programme Officer can serve for a minimum period of 3 years which can be extended by the Principal with the permission of the Programme Co-ordinator. His/her performance is to be evaluated every year for continuation.

10.1.6.4 Orientation/Training:

Principal is to ensure that selected Programme Officer should undergoes orientation programme as and when the same will be organized by the Government of India failure of Programme Officer to undergo orientation will be viewed seriously.

10.1.6.5 Duties of Programme Officer:

In addition to the action required for the implementation of NSS programmes, Programme Officer is responsible for the maintenance of various records, submission of periodical reports and returns as detailed in NSS Manual and safe custody of NSS assets. He has to perform all duties strictly as per the provisions given in the NSS Manual.

10.1.7 Principal:

Proper implementation of NSS programmes at the institution level is ensured by the active participation of the Principal. He/she, therefore, is required to perform the following duties:—

10.1.7.1 Duties:

- (i) Interpret importance of NSS to staff members and the community;
- (ii) Integrate NSS with other related actions in the institution;
- (iii) Select suitable NSS P.O.;
- (iv) Guide P.O. and volunteers in planning NSS activities;
- (v) Constitute NSS Advisory Committee and convene its meetings regularly as per guidelines;
- (vi) Ensure implementation of suggestions of Advisory Committee;
- (vii) Extend secretarial and other support to P.O. for effective implementation of NSS programme;
- (viii) Monitor the programme and ensure proper maintenance of accounts and records;
- (ix) Depute teachers for orientation, training, refresher courses, seminars *etc.* as and when asked for.
- (x) To ensure the submission of audited accounts / UCs before 30th April and enrolment before 31st May every year to the Director of Higher Education.
- (xi) To ensure the information regarding 7 days special camp to the Director of Higher Education one month in advance under registered post.

- (xii) To ensure the duty of a female teacher with the female volunteers during 7 days day and night special camps and out stations.
- (xiii) To provide loans from any of the funds available in the institutions to implement the NSS activities well in time, if the grant is received late from the Govt.
- (xiv) Ensure utilization of grants strictly in accordance with the guidelines/ instructions / directions.

10.1.8 Finances

As the funds are provided out of Public Revenue, the accounts are to be maintained according to Standard Accounting Procedure and instructions applicable to Public funds. / Revenue.

1. NSS Account: NSS account is to be maintained in a Scheduled Bank as Saving Account separately. Payments are to be made by cheque only. Separate Voucher Files and Cash Book is to properly maintained.
2. Expenditure Statements and Utilisation Certificates: Expenditure Statements and Utilisation Certificates: are to be submitted to the authorities under the signatures of principal only and not the P. O. duly audited by Chartered Accountant or other agency appointed by the Govt.
3. Out of Pocket Allowance: Out-of-pocket allowance to P.O. is subject to the following specific work to be put in by him/her every month.
 - (i) Mobilization of 50% volunteers for special camping;
 - (ii) Minimum of 3 to 4 community visits per month to the adopted area for coordination and supervision;
 - (iii) Maintenance of NSS Records as specified in NSS Manual;
 - (iv) Submission of quarterly progress reports.

Note.—Pocket allowance is exempted from Income Tax.

4. Financial Records: Cash Book, Voucher File and other records pertaining to NSS are to be made available for inspection by the officials of A.G., Local fund Audit, Directorate of Higher Education, State Liaison Officer and Regional Centre concerned.
5. Cash Book: Cash Book is to be completed on the day any transaction is made.

10.1.9 Records and Registers :

The records and registers are to be properly maintained and handed over by the outgoing P.O. to the successor.

The following are to be maintained at Unit Level:

- (a) Enrolment Register
- (b) Project Register
- (c) Stock Register
- (d) Record of Attendance
- (e) Minutes Book of school advisory committee
- (f) Personal Work Diary of P.O.
- (g) Work Diary of NSS Volunteer
- (h) Financial Records.

10.1.10 NSS Manual :

NSS manual issued by Govt. of India is a Reference Book and is to be kept in the library as such duly accessed. It is not to be issued on loan. Principal and P.O. are to implement the programme strictly in accordance with the guidelines/ instructions/ directions contained in NSS Manual issued by Govt. of India as well as received from competent authorities from time to time.

1. Donations, NSS subscriptions and other income in cash are to be duly recorded in Cash Book. Donations in kind are to be entered in the NSS Stock Register with specifications and market value.
2. It is to be ensured that material purchased out of NSS fund is stored separately and exclusively utilized for NSS activities.
3. NSS being a student activity and third dimension of education, flow of funds is to be ensured. As such temporary advances from any of the funds available in the institutions are given to the P.O. to implement activities.

10.2 National Cadet Corps. (NCC):

10.2.1 Brief History:

The National Cadets Corps came into existence under the National Cadet Corps Act XXXI of 1948 (passed in April, 1948; came into existence on 16th July, 1948). The National Cadet Corps (NCC) is a youth development movement. It has enormous potential for nation building. The NCC provides opportunities to the youth of the country for their all-round development with a sense of Duty, Commitment, Dedication, Discipline and Moral Values so that they become able leaders and useful citizen. The NCC provides exposure to the cadets in a wide range of activities, with a distinct emphasis on Social Services, Discipline and Adventure Training. The NCC is open to all regular students of schools and colleges on a voluntary basis. The students have no liability for active military service.

10.2.2 Aims and Objectives:

1. To develop character, commandership discipline, leadership, secular outlook, spirit of adventure and the ideals of selfless service amongst the youth of the country.
2. To create a human resource of organized, trained and motivate youth to provide leadership in all walks of life and always available for the service of the nation.
3. To provide a suitable environment to motivate the youth to take up a career in the Armed Forces. The NCC Day is observed on the fourth Sunday of November.

10.2.3 The National Cadet Corps (N.C.C) has three divisions:

- (a) **Junior Division.**—The unit is raised in the High Schools and the Public Schools. It comprises three wings: Army, Navy and Air force.
- (b) **Senior Divisions.**—The unit is raised in the college. It also consists of three wings- The Army, the navy and the Air force.
- (c) **Girls Division.**—This unit is gradually becoming popular.

10.2.4 Training Activities:

NCC cadets are imparted institutional and outdoor/Camp training besides, adventure and attached with regular Army/ Navy/ Air Force units.

10.2.4.1 Basic Training:

- (i) Drill, (ii) Shooting, (iii) Obstacle, (iv) Map reading, (v) Medical, (vi) Signal, (vii) Gliding, (viii) Aero modelling, (ix) Ship modelling, (x) Judging distance.

10.2.4.2 Camps:

The most important aspect of NCC training is the camp training. The camps provide firm ground for training in good citizenship.

Types of Camps attended by Cadets are:—

- (a) Annual Training Camps (b) Combined Annual Training Camps (c) National Leadership camps (d) Basic Leadership camp (e) Advance Leadership camp (f) NCC Day Camp (g) Inter Group Competition Camp (h) Republic Day camp (i) Prime Minister's Rally (j) Youth exchange programme- Visit to foreign countries (K) Attachment with regular units of Army/ Navy/ Air Force.

10.2.5 Duties of Principal/ Headmaster:

NCC is a part of the educational programme; the primary responsibility rests with the Principal/Headmaster. Their close association with all the activities of the sub-unit in their institution will facilitate the former doing well. Periodic visit to parades, formal inspection of the sub-unit once a month on a fixed day, visit to training camps in which his/her sub-unit is participating and so on will significantly contribute in achieving the Aims of the NCC programme.

10.2.6 Duties of Associate NCC Officer (ANO):

- (i) To control the Cadets, responsible to plan and organize training with the assistance of the permanent Instructional (PI) staff, detailed by the NCC unit. He is considered backbone of N.C.C.
- (ii) To ensure 100% recruitment for the Troup allotted for the school.
- (iii) To co-ordinate with Staff Members, Parents, Cadets and Principle.
- (iv) To maintain NCC store and will be responsible for maintenance upkeep of the same.
- (v) To organise parade for two days in a week.
- (vi) To impart training to N.C.C. Cadets, such as Weapon training, Field Craft, Map Reading, First Aid, Personal Hygiene and Moral education.
- (vii) To look after various activities/Competitions during Camps and in the institution.
- (viii) To organise trips to Historical place, Temples and various other excursions.
- (ix) To discharge various duties such as Campadjutant, Company Commander, Training Officers and Purchase Officers during annual training camp.
- (x) To organise inter Company competitions in games, sports, cultural activities, social service activities, tent lay out and adult education etc.
- (xi) To check and ensure proper distribution of refreshment/food to N.C.C. units.

10.3 Bharat Scouts and Guide:

10.3.1 Brief History:

Scouting was officially presented to the world by the founder Lord Baden Powell in August 1907 after the Brownsea Island Camp. Scout activities in the state are carried out under the aegis of the Bharat Scouts and Guides Himachal Pradesh affiliated with the Bharat Scouts and Guides, New Delhi as per APRO I, II and III. It is a largest voluntary, non political, educational movement in the

country, open to all without distinction of origin, race or creed in accordance with the purpose, principles and methods conceived by the founder Lord Baden Powell in 1907. Dr. S Arundale became the first master of Indian Boys.

10.3.2 Purpose:

The purpose of the Movement is to contribute to the development of the young people in achieving to their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as members of the local, National and International communities.

10.3.3 Principles:

The Scout/Guide movement is based on the following Principles:—

- (i) **Duty to God.**—Adherence to Spiritual principle, loyalty to religion that expresses them acceptance of duties resulting there from.
- (ii) **Duty to others.**—Loyalty to one’s country in harmony of local and international peace, understanding, co-operation, participation in the development of society with the recognition and respect for dignity of one’s fellowmen and for the integrity of natural world.
- (iii) **Duty to self.**—Responsibility for the development of one’s self.

10.3.4 The Method:

The Scout/Guide is a system of progressive self education through:—

- (i) A Promise and Law.
- (ii) Learning by doing.
- (iii) Membership in small groups under Adult Leadership.
- (iv) Progressive and stimulating programs.

10.3.5 The Law:

A Scout /Guide are:

- (i) Trustworthy, (ii) Loyal, (iii) Friend to all and a brother/sister to every other Scout / Guide, (iv) Courteous, (v) A friend to animals and loves nature, (vi) Disciplined and helps in protecting public property, (vii) Courageous, (viii) Thrifty, (ix) Pure in thought, word and deed.

THE FOUR BONDS OF FELLOW- SHIP

Section	Bunnys	Cubs/ Bulbuls	Scouts/Guides	Rovers/Rangers
Age Group	3-5 years	5-10 years	10-16 years	16-25 years
Motto	Keep smiling	Do your best	Be prepared	Service

10.3.6 District Chief Commissioner (Deputy Director of Higher Education):

10.3.6.1 Role of District Chief Commissioner:

- (i) Chief Executive of the District Association.
- (ii) Chairman of the District Executive Committee and District Planning Committee.
- (iii) Co-ordinator of Scout and Guide Wings in the District.

10.3.6.2 Duties of District Chief Commissioner:

- (i) Recommending for appointment of District Commissioners (S and G) to the State Chief Commissioner through the respective State Commissioner.
- (ii) Recommending to the District Executive Committee for the appointment of District Secretary.
- (iii) Implementing and organizing the work of District Association in achieving National Targets and State Priorities.
- (iv) Helping in administering the finance and properties of the District Association.
- (v) Coordinating the Scout/Guide wings in case of joint activities.
- (vi) Due and effective functioning of District Headquarters and Office.
- (vii) Periodical meetings with District Officials to review training, programmes and administrative aspect of the District.
- (viii) Development Camping Centres in the District.
- (ix) Offering necessary material and moral support to his/her team.

10.3.6.3 Accountable for:

- (i) Efficient and proper functioning of the District.
- (ii) Expansion and all round development of Scouting /Guiding in the District.
- (iii) Effective functioning of Local Associations.

10.3.7 Group Leader (Head of the Institution):

10.3.7.1 Role of the Group Leader:

- (i) Leader of the Group, Administrator and Co-ordinator of the Group.
- (ii) Chairman of Group Council.
- (iii) Secretary of the Group Committee.

10.3.7.2 Duties of Group Leader:

- (i) Co-ordinating the activities of the Units in the Group.
- (ii) Formation of Group Committee.
- (iii) Advancement of the Unit Leaders in the Group.
- (iv) Conducting regular meetings of Group Council Committee.
- (v) Participating in Local Association /District Association meetings.
- (vi) Efficient and proper functioning of the Group.

10.3.8 Unit Leader (Bunny Aunty/Cub Master/Lady Cub Master/Flock Leader, Scout Master/Guide Captain, Rover Scout Leader/ Ranger Leader):

10.3.8.1 Role of Unit Leader:

- (i) An elderly brother/sister in respect of Scouts/Guides.
- (ii) A second parent in case of Cub/Bulbul.
- (iii) A friend philosopher and Guide in case of Rover/Ranger.

10.3.8.2 Duties of Unit Leader:

- (i) Formation and managing the Unit effectively.
- (ii) Conducting Unit Meetings every week.
- (iii) Adhering to Six/Patrol System.
- (iv) Offering progress training to young person in the Unit.
- (v) Participating in Local/District Association meetings.
- (vi) Maintaining records, furnishing of census along with other reports with I.R.F. (Individual and Unit Registration Fee).
- (vii) Forming Group Committee.
- (viii) Finance of the Unit.

10.3.8.3 All such officers/officials including teachers connected with the Scout movement for performance of such duties on priority shall be treated on Government duty.

10.3.8.4 Scout's/Guide's Activities:

Scout's/Guide's activities will be carried out by all in accordance with the action plans proposed by the Bharat Scouts and Guides H.P. and model action plans are as follows:—

- (a) **District Action Plan (to be carried out by the District Chief Commissioner–cum–Deputy Director Higher Education):**

Sl. No	Month	Camps/Course and Other Activities
1.	April	Monitor the Unit Registration with SHQ.
2.		Monitor the Unit Registration for PM Shield Competition
3.		Send the applications for further advancement of Adult leaders.
4.		Tritiya Sopan Test for Scouts/Guides
5.	May	Preparatory camp for Rajya Puraskar S/G.
6.		Basic Training Course for CM/FL, SM/GC.
7.	June	All level Committees Meet.
8.		District Executive and Council Meet.
9.	July	Tritiya Sopan for Public Schools with the Co-ordination of SHQ
10.		Basic Training Course for CM/FL, SM/GC for Public Schools with the co-ordination of SHQ.
11.	August	Monitor the CD Project under PM Shield Competition
12.		Special Course with the prior permission of SHQ
13.	Sept.	District Rally
14.	Oct.	Tritiya Sopan Test for Scouts/Guides
15.		Basic Training Course for CM/FL, SM/GC.
16.	Nov.	Monitor the CD Project under PM Shield Competition
17.	December	District Executive Committee Meeting.
18.	January	District Planning Committee Meeting.
19.		Annual Report to SHQ.
20.	Feb.	Scouter Guider Meet
21.	March	Badge Examiners /Councilors Course

Note.—DOCs and DTCs (S/G) are responsible to prepare their Scouts/Guides for all level (District/State/National/International) Participation and Testing, celebration of all the important days viz. 25th Jan., 26th Jan, 22nd Feb.(Thinking Day), 15 April, 15 Aug., 7th Nov. etc. be celebrated **with preparation.**

(b) **Institutional action plan (to be carried out by each Group Leader i.e. Head of the institution and Unit Leader):**

(i) **Cubs/Bulbuls :**

Month	Camps/Course and Other Activities	
April	Unit Registration	Preparation for Dwitiya Charan/Rajat Pankh Testing camp of the previous year.
	Maintenance of Unit records, Unit Registration Register, Stock Register, Progress Book and Cash Book of the unit.	Week end camp/course for Cub/Bulbul of the previous year.
	Cub/Bulbul Pravesh Test according to the A.P.R.O. II & III.	
	All level Committees Meet.	
	Week end camp/course for Cub/Bulbul.	
May	Preparation for Pratham Charan/Komal Pankh Testing camp.	Preparation for Dwitiya Charan/Rajat Pankh Testing camp of the previous year.
	Week end camp/course for Cub/Bulbul	Week end camp/course for Cub/Bulbul of the previous year.
June	Preparation for Pratham Charan/Komal Pankh Testing camp.	Preparation for Dwitiya Charan/Rajat Pankh Testing camp of the previous year.
	Week end camp/course for Cub/Bulbul	Week end camp/course for Cub/Bulbul of the previous year.
July	Preparation for Pratham Charan/Komal Pankh Testing camp.	Test for Dwitiya Charan/Rajat Pankh of the previous year.
	Week end camp/course for Cub/Bulbul	Preparation for Tritiya Charan/Suvarna Pankh of the previous year. Week end camp/course for Cub/Bulbul of the previous year.
August	Preparation for Pratham Charan/Komal Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
September	Preparation for Pratham Charan/Komal Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
October	Test for Pratham Charan/Komal Pankh	
	Preparation for Dwitiya Charan/Rajat Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
November	Preparation for Dwitiya Charan/Rajat Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
	Preparation for Dwitiya Charan/Rajat Pankh Testing camp.	
December	Preparation for Dwitiya Charan/ Rajat PankhTesting camp.	
	Week end camp/course for Cub/Bulbul	
January	Preparation for Dwitiya Charan/Rajat Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
February	Preparation for Dwitiya Charan/Rajat Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
March	Preparation for Dwitiya Charan/Rajat Pankh Testing camp.	
	Week end camp/course for Cub/Bulbul	
	Submission of action report to DQH	

Note.—Unit leader is responsible to prepare their Cubs/Bulbuls for all level (Distt./ State/ National/International) participation and testing, celebration of all the important days viz. 25th Jan., 26th Jan, 22nd Feb. (Thinking Day), 15 April, 15 Aug., 7th Nov. etc. be celebrated with preparation.

(ii) Scouts/Guides:

Month	Camps/Course and Other Activities	
April	Unit Registration	Preparation for Dwitiya Sopan of the previous year.
	Maintenance of Unit records, Unit Registration Register, Stock Register, Progress Book and Cash Book of the unit.	Week end camp/course for Scouts/Guides of the previous year.
	Scouts/Guides Pravesh Test according to the A.P.R.O. II & III.	To work on CD Project under PM Shield of the previous year.
	Scouts/Guides investiture ceremony	
	All level Committees Meet	
	Unit registration for PM Shield competition	
	Week end camp/course for Scouts/Guides	Preparation for Dwitiya Sopan of the previous year.
May	Preparation for Pratham Sopan Testing camp.	Week end camp/course for Scouts/Guides of the previous year.
	Week end camp/course for Scouts/Guides	To work on CD Project under PM Shield
	To work on CD Project under PM Shield	of the previous year.
June	Preparation for Pratham Sopan Testing camp.	Preparation for Dwitiya Sopan of the previous year.
	Week end camp/course for Scouts/Guides	Week end camp/course for Scouts/Guides of the previous year.
	To work on CD Project under PM Shield	To work on CD Project under PM Shield of the previous year.
July	Preparation for Pratham Sopan Testing camp.	Test for Dwitiya Sopan of the previous year.
	Week end camp/course for Scouts/Guides	Week end camp/course for Scouts/Guides of the previous year.
	To work on CD Project under PM Shield	
August	Preparation for Pratham Sopan Testing camp.	
	Week end camp/course for Scouts/Guides	
	To work on CD Project under PM Shield	
September	Preparation for Pratham Sopan Testing camp.	
	Week end camp/course for Scouts/Guides	
	To work on CD Project under PM Shield	
October	Test for Pratham Sopan	
	Preparation for Dwitiya Sopan	
	Week end camp/course for Scouts/Guides	
	To work on CD Project under PM Shield	
November	Preparation for Dwitiya Sopan	
	Week end camp/course for Scouts/Guides	
	To work on CD Project under PM Shield	
December	Preparation for Dwitiya Sopan	
	Week end camp/course for Scouts/Guides	
	To work on CD Project under PM Shield	
January	Preparation for Dwitiya Sopan	
	Week end camp/course for Scouts/Guides	
	To work on CD Project under PM Shield	
February	Preparation for Dwitiya Sopan	

Month	Camps/Course and Other Activities
	Week end camp/course for Scouts/Guides
	To work on CD Project under PM Shield
March	Preparation for Dwitiya Sopan
	Week end camp/course for Scouts/Guides
	To work on CD Project under PM Shield
	Submission of action report to DQH

Note.—Unit leader is responsible to prepare their Scouts/Guides for all level (Distt./State/National/International) participation and testing, celebration of all the important days viz. 25th Jan., 26th Jan, 22nd Feb.(Thinking Day), 15 April, 15 Aug., 7th Nov. *etc.* be celebrated with preparation.

(iii) Rovers and Rangers:

Rover/Ranger Aspirant.—A Boy or Girl whether previously a Scout/Guide or not and who has completed 16 years of age may be enlisted as a Rover/Ranger aspirant.

There are three stages in the career of Rovers and Rangers namely:

(i) Aspirant (ii) Parveen (iii) Nipun:

April	As an Aspirant History of Scouting/Guiding Principles of Scouting Guiding, Law, Promise, Sign, left hand shake, Good turn, Flag song, Prayer and Crew and National Flag, Bharat Scouts and Guides Flag, World Scouts and Guides Flag, One-day service camp. B.P Six exercise.
May	Maintain a diary, know the parts of uniform, and attend the crew or team meeting, one day service camp in their locality. Up Rashtrapati award competition application forms be submitted to the SHQ.
June	At least three months services as an Aspirant before investiture.
July	(As Rover/Ranger) Praveen Work for a happy family, responsible for family job, hobbies and vocational activities, group discussion, pioneering, First Aid up to tritiya sopan, outing or hiking, participate in a group transactional analysis.
Aug.	Organize games for Scout/Guide or Cub/Bulbul as Rover/Ranger, know about Conservation, population, sanitation programmes, handy craft centre in the institution, take up any subject related to cultural heritage of India as approved by the team/crew.
Sep.	Group discussion on the current problems and organize service camps in village slum area and locality. Qualify one proficiency badge and participate in disaster management activity.
Oct.	Help about 3 of the following: (i) Aids awareness campaign, (ii) Free eye operation campaign, (iii) Blood donation campaign, (iv) Eye Donation Campaign, (v) Helping in old age home.
Nov.	Work as an assistant in a Bulbul Flock/Cub Pack, assist in Scout/Guide camps.
Dec.	Take project at least for a month to help children/aged/disabled or sick persons.
Jan.	Pioneering: As Nipun preparation in colleges.
Feb.	- Knowledge of rights and duties of a citizen. - Hobbies and Craft work, Skills. - one month Project for children, disabled or aged person. - Campaign for how to protect public properties, transactional analysis.

Note.—Unit leader is responsible to prepare their Rover/Ranger for all level testing Camps/Courses, Service in festivals & local fairs (Distt., State, National and International level participation) and for celebration of all the important days viz. 25th Jan., 26th Jan, 22nd Feb.(Thinking Day), 15 April, 15 Aug., 7th Nov. *etc.* with preparation.

10.3.8.5 Scheme of Advancement of Cub/Bulbul, Scout/Guide and Rover/Ranger :

Cub/Bulbul:

- (i) A boy/girl can be invested as a Cub/Bulbul on completion of five years of age and requirement of the pravesh Test.
- (ii) A Pravesh Cub/Bulbul will work at least for three months to qualify for Pratham Charan/Komal Pankh.
- (iii) Pratham Charan Cub/Komal Pankh Bulbul will work at least for three months to qualify for Dwitiya Charan/Rajat Pankh.
- (iv) Dwitiya Charan Cub/Rajat Pankh Bulbul will work at least for three months and complete 7 years of age to qualify for Tritiya Charan badge/Suvarna Pankh.
- (v) Tritiya Charan Cub/Suvarna Pankh Bulbul will work for at least nine months to qualify for Chaturtha Charan/Heerak Pankh.
- (vi) Chaturtha Charan Cub /Heerak Pankh Bulbul will work for atleast one year to qualify for.

“GOLDEN ARROW”

Scouts / Guides:

- (i) Having worked for at least three months, a boy/girl can be invested as a Scout/Guide on completion of Pravesh test.
- (ii) A Pravesh Scout/Guide will work at least for six months to qualify for Pratham Sopan.
- (iii) A Pratham Sopan Scout/Guide will work for at least nine months to qualify for Tritiya Sopan.
- (iv) A Dwitiya Sopan Scout/Guide will work for at least nine months or qualify for Tritiya Sopan.
- (v) (a) Tritiya Sopan Scout/Guide will work for at least nine months.
(b) A Tritiya Sopan Scout/Guide shall qualify to appear for Rajya Puraskar Test on completion of 13 years of age.
- (vi) A Rajya Puraskar Scout/ Guide shall work for twelve months to appear for Rashtrapati Scout/Guide Award Test.

Rover/Ranger :

- (i) An aspirant can be invested as a Rover/Ranger on completing sixteen years of age.
(a) A Pravesh Rover/Ranger is eligible to become a Praveen Rover/Ranger
- (ii) A Pravesh Rover/Ranger will work at least for one year to qualify for Praveen badge.
(b) A Praveen Rover/Ranger is eligible to become a Nipun Rover/Ranger.
- (iii) A Praveen Rover/Ranger will work at least for one year to qualify for Nipun badge.
(c) A Nipun Rover/Ranger is eligible to become a Rashtrapati Rover/Ranger.
- (iv) A Nipun Rover/Ranger will work at least for one year to qualify for Rashtrapati Rover/Ranger Award and must have completed nineteen years of age.
- (v) Working for other Proficiency Badges could be continued after receiving Rashtrapati Rover/Ranger Award.
- (vi) On completion of Rover/Ranger stage, Rover/Ranger will embark upon Services to the community or to the movement.

10.3.8.6 Prime Minister Shield Competition and Upa-Rashtrapati Award:

We are all aware that Prospective Rashtrapati Scouts/Guides must work for Prime Minister Shield Competition and also motivation should be given to all the Scouts and Guides units of the country to play their useful role in the service of the Nation and in the movement. It is ongoing process but the date of submission of applications every year has to be strictly followed.

Applications are invited from all the states for the **Prime Minister Shield Competition every year**. The last date of the submission of an application is 10th May every year. States are requested to send the applications of the units in the prescribed format with full details along with Rs. 10/- per unit to the National Headquarter latest by 30th May every year. The applications received after 30th May every year will be considered for the next sessions.

The eligibility conditions and other details :

(a) FOR PRIME MINISTER SHIELD COMPETITION:

(a) Name of the Shield	Prime Minister Shield Competition
Period	(i) The competition will cover the period from 1 st July every Year to 30 th June of the succeeding years.
Methodology	(ii) The competition will be held in four subjects and is open to all Scout Troops/Guide Companies. (iii) Competition will be held separately for the Scout and Guide wings. (iv) Scout Troops and Guide Companies will participated in two subjects: Subject 1 will be compulsory for all and they may select one more subjects <i>i.e.</i> No. II, III or No. IV. (iv) State Associations will give wide publicity and invite applications. (v) State Associations will forward applications forms along with a registration fee Rs. 10/- per unit to National Headquarters. The NHQ will then register the units & issue the Log Book and Guide line to the States for onward transmission to the units registered.
Eligibility	(i) Minimum of Two Competing Districts. (ii) A competing District is one, which registers at least Two units.
Log Books	(i) To be maintained by competing units. The <u>Log Books should be preferably 15" X 12" in size.</u> (ii) Kindly note that name of the Judges with Signature, Marks given should be mention in the Log Book. State Secretary recommendation in prescribed log book form is must. (iii) Students name in English with Father's Name in Capital Letter is must. Recommendation letter of the State Secretary with covering letter is also required.
Judging	Division / District recommends best unit in each group to State. State recommend one best among each group of Subjects to NHQ. A State can get 3 (Three) Shield for Scouts and 3 (Three) for Guides.
	In each State the Scout Troop, Guide Company standing First and gaining 70% and above marks will be awarded Prime Minister Shield and a Certificates signed by the Prime Minister. The Scouters/Guiders of the Shield Winning Units will also be awarded certificate. Each member of the Shield winning unit would individually get a certificate signed by the National Commissioner.

	All participating units which gain more than 50% Marks in the group of Subjects will be awarded a Certificate of Merit signed by the Prime Minister.
Project Area	The Area of work for each unit will be selected by respective units and approved by the District Commissioner. It shall not be less than 30 families and not more than 50 families. There shall be no duplication of area among different units.

(b) **FOR UPA RASHTRAPATI AWARD:**

	Subject for Upa-Rashtrapati Award Competition	Marks
	Self Developments: All items Compulsory	125
Category 1	1. Observance and application of Scout & Guide Promise and Law	50
	2. Attainment of next higher stage in the Scheme of advancement. Rashtrapati Rover/Ranger should earn at least one Merit Badge.	50
	3. Active participation in crew, team programme-(The list of Activities conducted by the Unit with Date, Place and Names of Participants).	25
Category 2	Service within the movement. 1 Any three activities selecting one favour each group – A, B, C	75
	Group A	25
	1. Working as a Badge Instructor	
	2. Serving as a Badge Examiner	
	3. Organizing Games	
	Group B	25
	1. Assistance in a Troop / Company Camp	
	2. Assistance in a Pack Holiday/ Camps for Cubs/Bulbuls	
	Group C	
	1. Full Time Assistance in a Rally/Camporee of not less than Three days duration.	
Category 3		300
	Service outside the Movement. 3 Groups out of 6 to be completed- 1 Activity from each Group.	
	Group A	
	1. Community Development Programme.	
	2. Adult Education or Non- Formal Education	
	Group B	
	1. Cleanliness Campaign	
	2. Preservation of Greenery	
	3. Campaign for saving drinking water	
	Group C	
	1. Campaign against harmful customs and prejudices	
	2. Campaign for National Integration	
	3. Campaign against Alcohol, Narcotics and Drugs	
	Group D	
	1. Motivation Programme for Family Welfare	
	2. Leprosy Control Programme	
	3. AIDS Awareness Campaign	
	4. GOBI (For Rangers only)	
	5. Sanitation Programme	

Group E		
	1. Awareness creation of Scientific and Technological Advancement	
	2. Organizing Science Exhibitions	
	3. Organizing Science Quiz	
Group F		
	1. Service in Home for the Aged, Orphanages <i>etc.</i>	
	2. Service in Religious places	
	3. Hospital Service	
	4. Traffic Control	
	Maximum Marks Category 1-125, Category 2-75, Category 3-300	
<p>All the Units will have to Participate in Category 1 and 2 as compulsory subjects. In Category 3 the unit can select any one activity from 3 Groups in any combination such as ABC, ABD, ABE, ABF, ABF OR ACD, ACE, ACF, ADE, ADF, AEF, AEF, BCD, BCE, BCF, CDE, CDF, DEF selecting 1 activity from each group <i>i.e</i> total 3 activities for 100 marks each.</p> <p>For more details of Activities consult the Guidelines of Upa-Rashtrapati Award Competition in latest edition of APRO-II and III.</p> <p>Last date for Registration at NHQ- 30th April every year Starting of Competition 1st July every year. Completion of Competition- 30th April every year. Log Books to be submitted to District- 15th May every year, State - 15th June. Selected Log Books two each from a Group to be submitted to NHQ by 15th July every year by the State.</p>		

Note.—For more details visit official website of Bharat Scouts and Guides www.hpbsg.org.

10.4 House Formation:

Houses will be formulated in an institution in such a manner that at least one house should not exceed 100 numbers of students. While forming houses, it should be kept in mind that the students engaged in NSS, NCC, Bharat Scouts and Guides are preferably kept together in houses for smooth conduct of their activities.

10.4.1 The following activities can be undertaken by each house:

- (i) **Games and Sports.**—Hockey, Football, Badminton, Volleyball, Wrestling, Table-Tennis, Badminton *etc.*
- (ii) **Athletics.**—100m, 200m, 400m, 4×100m, Relay, 800m, 1500m, Cross Country, Long Jump, Pole Wart, Hop-step and Jump, Tripple-Jump *etc.*

10.4.2 Co-Curricular Activities:

- (i) **Literary Activities.**—Debate and Declamation contest, Poem Recitation, Essay writing, Story-writing, Drama/one Act Play, Quiz Competition, mock parliament *etc.*
- (ii) **Aesthetic activities.**— Music and Dancing, Fancy Dress, Group Songs, Music Vocal Solo, Instrumental Music, Folk Songs, Folk Dance *etc.*
- (iii) **Community Activities.**— Mass Prayer, Scouting and Guiding, N.S.S, N.C.C., Trips, Excursions *etc.*
- (iv) **Tutorial Groups.**—Tutorial groups are to be formed in each house of the school with a teacher-in-charge of each tutorial group with specific number of students in each

group. For counselling of girls the teacher incharge of the tutorial group should be lady teacher as far as possible. In charge of tutorial group is to guide and counsel the students of a tutorial group especially in following aspects:—

- (i) Personal Hygiene
- (ii) Motivation
- (iii) Academic, Psychological and Socio-Economic needs
- (iv) Problems relating to adolescence (counselling of girls is to be done by a lady teacher).
- (v) Development of soft skills
- (vi) Choice of a career and vocational guidance

All tutorial groups are to function cohesively in a house for its functioning.

10.4.3 Formation of various Clubs:

To encourage/create general awareness, an inquiring mind and team spirit among the students. Various clubs have been formed in which the students and teachers participate actively.

10.4.3.1 Eco Club:

Eco Club plays an important role in creating environmental awareness and action based programme for the improvement of environment amongst the students.

Objectives of the Eco Club :

1. To make students understand environment and environmental problems.
2. To provide environmental education opportunities for school students.
3. To utilize the unique position of school students as conduits for awareness of the society at large.
4. To facilitate students participation in decision making in areas related to environment and development.
5. To bring students into direct contact with the environmental problems facing the society they live in and make them think of solutions.
6. To involve children in action based programmes related to environment in their surroundings.

Role of Teacher-in-Charge of Eco Club :

The Teacher-in-Charge of Eco club plays a key role in the implementation of the scheme. He/She should encourage more and more students to join the club. He/ She should take imaginative steps to implement the activities suggested in the scheme which are relevant to that region. Main functions of In-charge Teachers are:

- (i) To assemble the Eco Club members every week for one hour at least and take up some activity.
- (ii) To encourage the students to suggest activities for the following weeks and make a list of it. Make necessary preparations for their execution in consultation with the Headmaster/Principal.
- (iii) Send monthly activity report to the District committee.
- (iv) Co-ordinate with the District Committee for taking up District Level Common Programmes.

The following activities will be undertaken by this club:

1. 1st April will be celebrated as “Sanitation Day and this day will be a working day in all educational institutions.
 2. World Environment Day (5th June) may be celebrated every year and activities for protection of environment may be one of the regular feature in future.
 3. “Van Mahotsava” may be celebrated every year and each student and teacher will ensure to plant atleast one tree on this day so that “Each One, Plant One, Every Year” activity should be encouraged.
 4. Ensure that the campus of the institution is polythene free and class rooms are neat and clean.
 5. Flower beds may be prepared in the school campus for beautification.
 6. Spitting here and there may be restricted in the campus and students should well aware in this regard.
 7. Students may acquaint themselves with healthy eco friendly environment.
 8. Garbage is not littered in the rooms /Campus and its proper disposal be ensured.
 9. Keeping in view the good hygienic conditions, the toilets to be provided to the students /Staff should be neat and clean.
- Decisions of the Government regarding “Zero Tolerance Strategy for Plastic/ Polythene waste management” and other related matters may be brought to the notice of students and Head of institutions will ensure the implementation of policy decision of the Govt. So that the campus and its surroundings remain plastic/Polythene free. Plastic/ Polythene collected, if any, be deposited with the Authorities concerned. On these particular days, the voluntaries of Bharat Scouts and Guides, National Cadet Corps, National Service Scheme, Red Cross, Eco Club should be in their formal dress and also ensure the campaign launched is made successful.

The following activities may be carried out atleast once in a month:

1. Address by principal/staff and selected students on the day, during morning assembly about protection of environment.
2. Organizing Poster Competition/Quiz Competition/Cartoon Competition/Nukkad Nataks.
3. Organizing debates on the theme of protection of environment.
4. Rally for awareness of public about protection of environment.
5. Collection of waste plastic from institutional premises and surrounding area.
6. Disposal of waste plastic with the concerned authorities.

10.4.4 Cultural Club:

Centre for Cultural Resources and Training, New Delhi has initiated a scheme under which Cultural Clubs are opened in different schools. The promotion and dissemination of information on India’s cultural heritage has been the prime concern of this Centre (CCRT). With this objective in mind, the CCRT has undertaken the task of setting up CULTURAL CLUBS IN SCHOOLS. Through the Cultural Clubs, the CCRT aim at:—

- (i) Motivating schools children to acquire knowledge about India’s rich cultural heritage.
- (ii) Sensitizing them towards appreciation of Indian Arts and,
- (iii) Developing a sense of respect towards continuity of traditions.
- (iv) Empowering children to undertaken action-projects to conserve and preserve cultural and become custodians of our heritage.

CCRT will provide a financial assistance of Rs.5,000/- initially for one academic session. In case the Cultural Club functions successfully, the annual grant of Rs.5,000/- will be released for another two consecutive years in two instalments in the beginning of each Financial Year.

The detailed information is available on CCRT website www.ccertindia.gov.in

10.5 Youth Parliament Competition:

Objectives of the Scheme:

With a view to strengthen the roots of democracy, inculcate healthy habits of discipline, tolerance of views of others and to enable the students community to have better awareness about the working of Parliament, the “Youth Parliament Competition” will be held annually in all the Government High/Senior Secondary Schools of the State.

Operation of the Scheme:

The scheme will be operated by the Directorate of Higher Education, H.P., Shimla.

Eligibility for entry into the competition:

All the Government High/Senior Secondary Schools in State are eligible to take part in the competition.

Period during which the competition of Youth Parliament will be held:

The competition of “Youth Parliament” will be held every year.

Guidelines for organising “Youth Parliament” are as under:

- (1) The number of students constituting the “Youth Parliament” will not be limited however some may have only nominal sitting roles to convey the picture of a House and may not be required to speak due to limited duration of sitting.
- (2) The duration of “Youth Parliament” should not be more than an hour and out of this about 20 minutes may be devoted to questions. However, during the State level competition it will be of 30 minutes and out of this 10 minutes will be for questions.
- (3) It is desirable that the matters raised in the Parliament relate to the subjects of welfare activity, defence of the country, social justice, social reforms, economic development, communal harmony, health, student discipline etc.
- (4) The Participant can speak in Hindi or English or in any regional language.
- (5) **Considerations for drawing up the merit list.**—The Committee of judges shall keep in view the following points while assessing the performance of institutions:—

(i) Discipline and decorum	10 Marks
(ii) Observance of Parliamentary procedures	20 "
(iii) Selection of subjects for questions; for supplementaries and quality of answers thereto.	20 "
(iv) Selection of subjects for the debates	10 "
(v) Delivery and quality of speeches delivered and standard of debates.	30 "
(vi) General assessment of the performance as a whole	10 "

100 Marks

Venue of the Youth Parliament:

Each Institution shall hold the Youth Parliament sitting in its own building as far as possible or such other place of its choice as it may like. The competing institutions shall be required to intimate the venue of their sittings along with the information regarding subjects for discussion ten days before the date of the competition to the Department.

This competition will be organized at the following levels:

The competition will be a part of activity during the Zonal/District level tournament and the following will be responsible for smooth organization of the competition:—

1. *At Institution Level.*— The Head of the Institution will be responsible to organize the “Youth parliament Competition” . He will ensure the participation of every student in this competition.
2. *At Zonal Level.*—The Head of the Institution will ensure the participation of students at the venue fixed in this regard.
3. *At District Level.*—The Head of the Institution will ensure the participation of students at the venue fixed in this regard.
4. *At State Level.*—The competition will be held on Constitution Day *i.e.* 26th November every year. The Deputy Director of the concerned District after careful consideration of all the entries on the basis of comparative evaluation further recommend the name of one team for State Level Competition.

Prizes.—There will be the following Prizes—

- (i) Shield (Parliamentary Shield) for the institution standing first in the competition.
- (ii) Trophies for the first five institutions for meritorious performance in the competition, on the basis of the order of merit.
- (iii) Individual merit prizes in the shape of Medals/Cups/Books for some selected participants from each institution. The total number of prizes should not exceed 80.
- (iv) The shield will be a running shield to be retained for a period of one year by the Institution which stands first in the competition. However, if a particular institution wins the shield for three consecutive years, it will be kept permanently by that Institution.
- (v) *Miscellaneous expenditure.*—The expenditure incurred for organising the Zonal/District Level Competition will be borne by the concerned institutions, whereas the expenditure incurred during State Level Competition will be re-imbursed by the Directorate in pursuance to the instructions of Government of India, Ministry of Parliamentary Affairs, New Delhi.

Committee of Judges:

The committee of judges for evaluating the performances of the **individual institution** shall be as under:—

- | | |
|---|-------------------------|
| (i) Chairman, Block Development Committee | <i>Chairman</i> |
| (ii) President, SMC of the concerned School | <i>Member</i> |
| (iii) Principal | <i>Member</i> |
| (iv) Sr. Lecturer of the school preferably Lecturer in Pol. Science | <i>Member Secretary</i> |

For Zonal/District Level Competition the Committee of Judges may consist of Educationists/Members of Legislative Assembly/Council and other connected with the running of Parliamentary Institution.

Repeat Performance.—The institution standing first in the competition may be required to give a repeat performance at a venue and date to be decided by the department at the time of Prize Distribution Function which would be held on the conclusion of each year's competition.

10.6 Total Sanitation in Schools:

Take every measure for Total Sanitation of a school campus. For healthy and eco friendly environment the cleanliness of school campus and its surroundings be also ensured.

- (a) Each school after morning assembly will ensure the cleanliness of school campus and its surroundings through the physical education teacher to maintain the eco-friendly environment for good hygiene.
- (b) Each school will observe quarterly total sanitation day and for this purpose competitive intra houses will be formed. In this regard intra house competition will be organised and the house placed at 1st, 2nd and 3rd position may be awarded the prizes as an incentive.
- (c) The house which will consecutively stands 1st during the year, the recommendation of such house will be sent to the Deputy Director of Higher Education of the concerned district by the Head of Institution. The Deputy Director of Higher Education on careful consideration of all the entries on the basis of comparative evaluation further recommend the nomination of one school to the Director for State award.
- (d) The Director of Higher Education after receiving the nominations from all districts and after scrutiny and comparative evaluation will further recommend to the Govt for State award to be given by the Hon'ble Chief Minister on 15th August every year.
- (e) The concerned school which receives the State award and in any case if the patron of that particular house of the school concerned is also proposed for State /National Award, in that event in the meeting of state selection committee after consideration will make a special recommendation in his/ her favour and he/ she will be entitled for extra **5** marks in comparison to other teachers.
- (f) The participation of SMCs will be ensured. SMCs will monitor the sanitation campaign and if committee is not satisfied with the sanitation campaign, the report thereof will be sent to the Deputy Director of Higher Education of concerned districts accordingly who will further call for the explanation of Head of Institution in this regard.

1st April be celebrated as Sanitation Day and this day will be a working day in all Educational Institutions.

Note.—The school will hold regularly Inter-House and Intra-House competition in debates, declamation, one act play, essay writing, group discussion, on-the-spot painting, variety entertainment etc.