

D. Nayak  
25.04.24

**DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA**

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No.SAMS-08-2023-V: 4497 /Date. 24-4-24

To

All the Principals of Government/Govt. Upgraded/ Vocational/  
Non-Government Aided/Un-Aided Higher Secondary Schools (HSSs)

**Sub: Instructions for Higher Secondary Schools (HSSs) regarding Holiday Homework and administrative activities during Summer Vacation.**

Madam/Sir,

You are aware that in view of the heat wave condition across the State and IMD's prediction, the State Government have announced summer vacation from 25<sup>th</sup> April 2024 for all schools in the State.

In this regard, all Principals are instructed to ensure the following during the ensuing summer vacation:

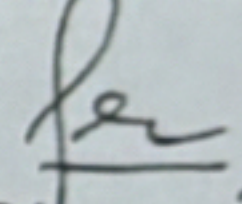
- a. Holiday homework for the vacation period is to be given by the subject teachers basing on the coverage of courses. For any academic assistance, students may contact their concerned subject teachers for clarifying doubt over telephone during the vacation.
- b. Concerned subject teachers may interact with students and with the parents where necessary during the vacation to counsel regarding their well-being and guide them to facilitate self-study.
- c. Roster duty must be assigned among Teachers and other staff during the whole vacation period. A register of roster shall be maintained by the Principals of HSSs.
- d. In view of admission process for academic year 2024-25, the Office must kept open from 6.30 am to 11.30 am during the summer vacation.
- e. The assets of HSS, i.e. Smart classrooms, e-library, science laboratory, drinking water facilities, sanitation and toilet facilities must be looked after by roster staff under direct supervision of the Principals/ Senior Teacher kept in charge.
- f. In view of HSSs being declared as polling stations for the Simultaneous General Elections 2024, necessary assistance must be extended to the District Administration whenever required.
- g. In view of any natural calamities (Kala Baishakhi etc), Principals along with "roster staff on duty" should visit the HSS, take stock of the situation, and take necessary corrective measures of the school assets.

*[Signature]*

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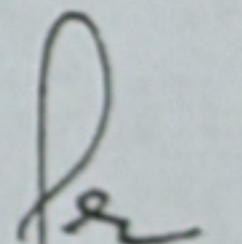
- h. During the vacation, teachers must assist the Principals in result analysis, and preparation of important information for onward reporting to higher authorities.
- i. Principals and staff must ensure the sanitation and safety measures of the school campus one day before re-opening of HSSs.
- j. The on-line Academic Support Programme for NEET/JEE aspirants will continue during the summer vacations till 10 AM daily (except Sundays and Government Holidays). This is to enable completion of course for such aspirants. Teachers must be given roster duty to supervise such online classes.
- k. In view of the ensuing Simultaneous General Elections, all staff and Principals are instructed not to leave headquarters without prior approval of the appropriate authorities. The headquarters leaving permission to be entertained only in case of exigencies.

Yours faithfully,

  
Director 24/4/24

Memo No. 4498 /Dt. 24-4-24

Copy forwarded to the Additional Secretary to Government, School & Mass Education Department, Odisha, Bhubaneswar for kind information.

  
Director 24/4/24