

To  
Mrs K. Laney  
Ranga  
20.07.24

**DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA**  
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No. 8909 // Date: 29-7-24  
SAMS-V-05/2024

From  
Shri Raghuram R Iyer, IAS  
Director  
To  
The Principals  
All Higher Secondary Schools

044/CHES/24  
20/7/24

Sub: Modalities for Conduct of Induction Programme for the Academic Year 2024-25-Reg

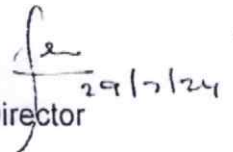
Madam/Sir,

In inviting a reference to the subject cited above, it is to inform you that the commencement of Class-XI classes for the academic year 2024-25 shall be from 01.08.2024. In order to make the newly admitted students aware about the institution, academics, curricular & co-curricular activities, an induction class needs to be conducted at every Higher Secondary School by following the modalities given below:-

1. **Welcome to Students:** The students are coming to Higher Secondary Schools from far off places for the first time after admission. They need to be welcomed in a proper manner in a Hall/s suitably decorated.
2. Wherever possible, separate stream wise induction session should be conducted. The designated induction Room/Hall No. should be notified prominently.
3. Induction session must be conducted by the concerned Principal/ Sr. Teacher & faculty members.
4. The freshers shall be informed about the brief history of the institution and its rules and regulations, the importance of Higher Secondary class for future career of a student.
5. The faculty wise teachers are to be introduced to the freshers.
6. Students may be oriented about the location of various class rooms, laboratories, library and other facilities in the Higher Secondary School.
7. Stream & Section wise Time Table shall be distributed to the freshers.
8. **School Uniform & Identity Card:** The School uniform pattern should be displayed prominently for knowledge of the fresher. All freshers should attend classes with proper uniform by 14th August, 2024. A temporary Identity card shall be provided to the fresher, till a permanent Identity Card is issued.

9. The students of Higher Secondary Schools having science stream may be informed about the Online Academic Support Programme for NEET/JEE aspirants. Option have already been given in the SAMS Portal to the interested students who can opt for NEET / JEE / both NEET & JEE during filling up of CAF.
9. **Awareness about Career Portal:** The students may be informed about the State Career portal (<http://odishacareerportal.com>) having details of more than 550 career options from Day-1 to enable them to plan for their future.
10. **Introduction to Proctor:** A proctor is a teacher who will liaison between the student and the Institution. The proctor will let the students know about their subject combination, section, group and time table. The freshers may be introduced to their respective Proctors. Necessary preparation for the purpose must be initiated forthwith.
11. **Awareness on CHSE Syllabus:** Further the students shall also be informed about the split up syllabus in Science Stream that has already been communicated to the Principals vide letter No. 7073 dtd. 29.06.2024.
12. **Awareness availability of e-books:** All textbooks as per the CHSE, Odisha syllabus for +2 Arts, Science and Commerce are available in the website of Textbook Bureau Odisha <https://www.textbookbureauodisha.in> in PDF form. The students may be informed to download the same as per their requirements
13. **Parent Teacher Meeting (PTM/e-PTM):** The parents/guardian present shall be intimated to attend the parent-teacher meetings to know the progress of their ward. The regular PTM/e-PTM may be organized and the proceedings of the meetings may be documented.
14. **Ensuring Ragging free Campus/Hostel:** Freshers needs to be aware about the menace of Ragging. They must be informed the name of Head of Anti-Ragging Cell with contact number.

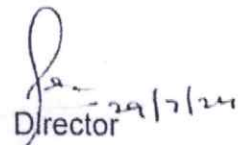
Yours faithfully

  
Director

Memo No. 8910

// Date: 29-7-24

Copy submitted to the Additional Secretary to Govt. S & ME Department, for information and necessary action.

  
Director