

Government of West Bengal
Department of Higher Education
Bikash Bhaban, 6th Floor, Bidhannagar, Kolkata - 700091

Memo No:144-SSE/2021

Date:29/12/2021

To

1. The Commissioner, Kolkata Municipal Corporation
2. The Principal Secretary, GTA
3. The District Magistrate (All Districts)

Sub : Guideline for observation of Students' Week from 01.01.2022 to 07.01.2022

Ref : This office Letter No. 07(2) – Comm (A/CS/T) 2021, dated 22.12.21 and letter of PBSSM vide Memo No.740/16/Part-I/Ped/PBSSM/2021-22, dated 22.12.21.

Madam / Sir,

You are aware that the competent authority has decided to observe the Students' Week throughout the State from 01.01.2022 to 07.01.2022. The State level programme would be observed on 03.01.2022 at Netaji Indoor Stadium, Kolkata, in presence of Hon'ble Chief Minister of West Bengal. The guideline of activities and programmes to be followed week long, by the Schools, Colleges, Educational Institutions, Universities and District HQ is attached herewith for your ready reference.

You are requested to kindly take all necessary initiatives so that the week long programmes may be observed with due prominence at all the levels. A copy of the same is given to the Vice Chancellors, DIs (PE/ SE) for suitable necessary action. A plan of action should be shared in the enclosed format by the DIs in consultation with you/ ADM (Education) and the office of the concerned VCs preferably by 30th December, 2021.

Yours faithfully,

Encl:

1. Guideline on Students' week

2. Format



(Manish Jain)

Principal Secretary to the Government of West Bengal
School Education Department & Higher Education Department

Government of West Bengal
Department of Higher Education
Bikash Bhaban, 6th Floor, Bidhannagar, Kolkata - 700091

Memo No: 144/1(20)-SSE/2021

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Copy forwarded along with enclosures for kind information and necessary action to:

1. Vice Chancellor University with a request to circulate it among all the colleges (including Engineering / private / educational institutions) for suitable necessary action. A confirmation on action taken may be sent to this end by 30th December, 2021
2. Secretary, School Education Department, for suitable coordination
3. State Project Director, PBSSM, for suitable coordination
4. Commissioner of School Education, for suitable coordination
5. DPI, Higher Education Department, for suitable coordination
- 5 – 7 Special Commissioner, Higher Education Department, for suitable coordination
8. Special Secretary, Higher Education Department, for suitable coordination
9. Mission Director, PBRSSM, for suitable coordination
10. Project Director, MDM, for suitable coordination
11. PS to HMIC, SED & HED for kind information of HMIC, SED & HED.
12. Smt. Isha Mukherjee, Joint Secretary, SED, for suitable coordination
13. JDSE, for suitable coordination
14. Chairman, DPSC, Kolkata
15. All SNOs (State level) for suitable coordination with respective districts
16. District Education Officer, SSM (All Districts)
17. District Inspector of Schools (Secondary)..... (All Districts)
18. District Inspector of Schools (Primary)..... (All Districts)
19. Officer in charge MDM..... (All Districts)
20. P.A. to Principal Secretary, School Education Department

For necessary action from their respective ends. DIs, SE / PE are requested to send information of planning made in the enclosed format, after due consultation with DMs/ ADMs, to this end by 30.12.21


Principal Secretary to the Government of West Bengal
School Education Department & Higher Education Department

Government of West Bengal
Department of Higher Education
Bikash Bhaban, 6th Floor, Bidhannagar , Kolkata - 700091

Memo No: 144/1(20)/1(6)-SSE/2021

Date:29/12/2021

Copy forwarded along with enclosures for kind information and necessary action to:

1. The Principal Secretary, Backward Classes Welfare Department
2. The Principal Secretary, Tribal Development Department
3. The Principal Secretary, Department of Technical Education, Training & Skill Development
4. The Secretary, Department of Women and Child Development & Social Welfare
5. The Secretary, Health and Family Welfare Department
6. The Secretary, MA & ME Department



Principal Secretary to the Government of West Bengal
School Education Department & Higher Education Department

Guideline for observance of Students' Week from 1st to 7th January 2022

Students' week would be observed in a befitting manner throughout the State from 01.01.2022 to 07.01.2022, as decided by the Hon'ble Chief Minister of West Bengal. The programme would be celebrated at every **School, College / Educational Institute and University level**. Similarly, the programme shall be held at District and State levels. The State level programme shall be held on 03.01.2022. **The week shall focus on awareness of the students regarding different beneficial schemes implemented by the State Government, facilitating and mobilizing beneficiaries of Student Credit Card scheme, Swami Vivekananda Merit cum Means scholarship, Aikyashree, Pre and Post Metric Scholarship, distribution of Text Books & Subheccha Barta of HCM and other cultural activities as mentioned below.** All events should be organized following Covid protocols, with proper sanitization of the institutions / venue.

1. Committee formation:

In order to celebrate the week long programme in a befitting manner, The District Magistrate shall lead the initiatives and engage each stake holders to ensure smooth and successful implementation of the week long programme. Additional District Magistrate (Education), all district and sub district level education officers will leave no stone unturned to ensure its success.

2. Tentative Schedule :

- The week long programme at School/ College / University level will be held from 01.01.2022 to 07.01.2022 and it shall be organized in staggered time-slots each day in order to maintain Covid norms. Programme would be tentatively for 2 hours each day (Preferably from 11.00 am to 1.00 pm or as per convenience of the authority of the Education Institution).
- At school level, on the first day, the Head of the Institution may lead the assembly in open air or Assembly Hall, maintaining social distancing. Prayers may be followed by one minute silence in remembrance of all Covid warriors who lost their lives in the line of duty. HoI will give a speech thanking students for their perseverance and for coping up with such difficult times for the last two years. In respective classes, teachers will speak about the importance of

maintenance of personal hygiene, social distancing, sanitization, hand washing and importance of vaccination. The **Shubheccha Barta** of Hon'ble Chief Minister along-with school Text Books and *khatas* will be distributed among students.

- On the other days of the week, there may be an interactive session, intra school events and cultural activities by the students and teachers. Different activities as given below may be planned throughout the week by the HOI and the Nodal Teacher designated for observation of Students' week.
- Each day the programme may conclude with singing of the National Anthem by both students and the teachers.
- At College / University level, similar programme as enlisted below shall be held as determined by the appropriate authority of the said College / University/ Educational Institute.

3. Programmes at :

A. School Level -

I. Elementary :

The Students week may be celebrated with the following activities:

- Distribution of *Subhecha Barta* of HCM to the guardians
- Distribution of Free Text Books and *Khatas* to the guardians
- Distribution of Mid-Day Meal to the guardians
- Distribution of Activity Tasks to the guardians
- Meeting with the guardians and discussing with them regarding Activity Tasks, methods of enhancing reading habits of students, facilitating home based learning, maintaining Covid protocols at home and thriving through this pandemic situation etc
- Interaction with local and eminent Educational Personalities with the guardians
- Display of IEC materials (as determined by competent authority of the State/ District) in the school premise

- Door to door visit by the Para Teachers, Special Educators or SSK/MSK Teachers to the homes of age specific children in the locality to check the well-being and helping them in studies and other education related matters

II. Secondary & Higher Secondary:

The week long activities may focus on facilitating Students Credit Card camps, Swami Vivekananda Merit cum Means Scholarship camps, distribution of Text Books, HCM's Greetings to students and the following activities:

- Distribution of *Subhecha Barta* of HCM to the students
- Distribution of Free Text Books and Khatas to the students
- Distribution of Aids and Appliances, Braille Books and Large Print books to CWSN
- Display of IEC materials as determined by competent authority of the State/ District
- Organizing cultural programmes like Recitation, Singing, Dance performance, Solo drama, Dance drama, Instrumental music etc
- Organizing quiz, debate, elocution
- Reading of stories written by students themselves or by peer students
- Organizing programmes like "Meet the Icon", where renowned and iconic persons of the locality may be invited to interact with students
- Organizing awareness cum help desk for Student Credit Card, SVMCM, Aikyashree, Pre and Post Metric Scholarship
- Holding of Health Camps
- Registration, Updation and Renewal of Kanyashree beneficiaries in Kanyashree portal
- House to house visit by the Teachers to assist and advice the students in education related matters.

B. College and University Level:

Students' week would be observed in all Govt. and Govt. Aided colleges / Universities / Educational Institutions of the State in line with the spirit of the programme specially focussing on the facilitation of Student Credit Card camps and other activities like:

- Conducting online seminar / workshop and dissemination of information regarding Student Welfare schemes and other pertinent issues
- Organizing Student Credit Card awareness camp cum help desk
- Organizing awareness camp cum help desk for SVMCM, Aikyashree and Post Metric Scholarship
- Organizing Health Check-up camps and psychological counselling
- Display of IEC materials as determined by competent authority of the State/ District
- Organizing drawing / poster competition
- Quiz Competition
- Cultural programmes like singing competition, recitation competition, creative writing competition.
- Organizing Career Counselling sessions
- Holding seminars on Digital Education or blend mode of education with emphasis on students participation
- Interaction with the guardians may be planned on 1st and 2nd January.
- Interactive exposure visit by School students to different Colleges/ Universities (concerned HOIs may plan in consultation with schools in their catchment areas)

C. District Level:

The programme at District level may plan activities mentioned below for the whole week followed by a special celebration on 03.01.2022. The District Administration shall take up necessary initiative for cleaning and sanitisation of the Schools, Colleges and Universities by 31.12.2021. The activities taken up during the week may include as follows:

- Organize *Prabhat Pheri*
- Setting up awareness desks on Student Credit Card at the offices of BDOs / SDOs / DM and Local bodies
- Distribution of Student Credit card on 3.1.22
- Organizing cultural programmes like song and dance, recitation, solo act by students and teachers of few selected schools.
- Distribution of Shishu Mitra Award
- Organizing exhibitions
- Organizing Stress management workshops / awareness camp for students during the week

D. State level:

State level programme shall be held on 03.01.2022 at Netaji Indoor Stadium in the august presence of Hon'ble Chief Minister, WB

The students / beneficiaries of Student Credit Card scheme shall be the participants along with other dignitaries. All the Districts shall be connected through VC links. Details will be shared separately.

4. Fund Provlslon:

For conducting the programme at different levels, expenditure may be done as per the scale given below. The expenditure may be borne out of School Composite Grant Head of **SSA fund**.

For College and University level celebration, expenditure to be born out of available funds at their end

1	Secondary and Higher Secondary level Schools	@ Rs.15000.00
2	District level celebration	Rs. 1.0 Lakh per district

FORMAT FOR PLAN OF ACTION OF THE DISTRICTS FOR STUDENTS' WEEK PROGRAMME

Name of the district :

		Activities to be under taken during Students' week						
Institution	Level	1st January, 2022	2nd January, 2022	3rd January, 2022	4th January, 2022	5th January, 2022	6th January, 2022	7th January, 2022
School	Elementary Level	1.	1.	1.	1.	1.	1.	1.
		2.	2.	2.	2.	2.	2.	2.
		3.	3.	3.	3.	3.	3.	3.
School	Secondary & Higher Secondary	1.	1.	1.	1.	1.	1.	1.
		2.	2.	2.	2.	2.	2.	2.
		3.	3.	3.	3.	3.	3.	3.
College / University	College	1.	1.	1.	1.	1.	1.	1.
		2.	2.	2.	2.	2.	2.	2.
		3.	3.	3.	3.	3.	3.	3.
College / University	University	1.	1.	1.	1.	1.	1.	1.
		2.	2.	2.	2.	2.	2.	2.
		3.	3.	3.	3.	3.	3.	3.