

GOVERNMENT OF JAMMU & KASHMIR
DIRECTORATE OF SCHOOL EDUCATION, JAMMU
MUTHI CAMP, JAMMU-181205

No:DSEJ/Counselling/ 25456-76

Dated: 23/08/2023

Circular

Subject: Implementation of uniform House system Guidelines in Middle Schools for life skills development.

House system is one of the best systems in schools for student engagement, life skill development and achieving desirable outcomes in scholastic as well as co- scholastic areas. It inculcates a sense of healthy competition among students.

Govt. Schools of Jammu Division have house system consisting of four houses namely **Eco, Peace, Wisdom and Well-being** which need to be strengthened in line with the best practices followed across the country.

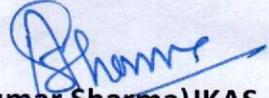
DSEJ in partnership with Bharti Foundation has developed process guidelines (**enclosed**) to develop life skills in students through house system following uniform processes and also implemented these in High and Higher Secondary schools of Jammu Division. Now the same guidelines need to be implemented in Middle schools of Jammu Division to develop life skills among students.

In View of this, find enclosed herewith comprehensive detailed process and guidelines for strengthening house system in schools of Jammu Division to be followed in letter and spirit.

As such through the medium of this notice it is enjoined upon all the Chief Education Officers to get the same implemented in **Middle schools** of Jammu Division.

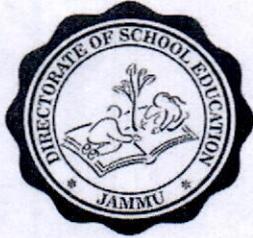
Further all the Complex heads, HOIs of HSS and HS are also directed to adhere to the ~~processes~~ guidelines. Complex heads are instructed to oversee implementation of house system guidelines in the schools (HSS, HS, MS) of their respective complex. For any queries Dr. Romesh Kumar, In charge counseling cell DSEJ can be contacted at 9419210200.

lvs (13)


(Ashok Kumar Sharma)JKAS
Director School Education
Jammu

Copy to the:-

1. Principal Secretary to Government, School Education Department, Civil Secretariat, Jammu J&K for kind information.
2. Director SCERT for kind information.
3. SPD Samagra Shiksha for kind information.
4. Joint Director (All) for kind information.
5. Chief Education Officer (All) for n/a
6. Chief of School Excellence Bharti foundation.
7. Project Head Bharti foundation, J&K
8. Dr. Romesh Kumar, I/C Counseling Cell, DSEJ for necessary action.
9. I / C Website for uploading it on website.



bharti
Bharti Foundation

HOUSE SYSTEM FOR LIFE SKILLS DEVELOPMENT

Guidelines by Directorate of School Education, Jammu in Collaboration with Bharti Foundation

Table of Contents

1. HOUSE SYSTEM	2
1.1. PROCESS OF HOUSE FORMATION	2
1.2. POINT SYSTEM FOR HOUSES.....	3
1.3. HOUSE OF THE YEAR AWARD	3
2. OUTCOMES SCHOOL HOUSE SYSTEM.....	4
2.1. ROLES AND RESPONSIBILITIES	4
3. NAME OF THE HOUSES	6
4. ALLOCATION OF TIME FOR MEETINGS	6
5. HOUSE COLOURS AND BADGES	6
6. GALLERY WALK	6
7. SCHOOL HOUSE COMMITTEE	6
8. ANNEXURE FOR SCHOOLS.....	6
ANNEXURE 1: HOUSE POINTS TRACKER	7
ANNEXURE 2: SUGGESTIVE ANNUAL CALENDAR FORMAT FOR THE HOUSES	8
ANNEXURE 3: ACTIVITY TRACKER FOR HOUSES.....	8
ANNEXURE 4: SCHOOL HOUSE COMMITTEE MEETING TEMPLATE	9
ANNEXURE 5: OUTCOME BASED ACTIVITIES FOR HOUSES.....	10

alg

2

Guidelines on House System

Directorate of School Education, Jammu

The purpose of this guidelines is to develop life skills of the students through house system at the school level.

1. House System

The purposes of the house system are:

1. To instill in students the critical life skills (Problem solving, Creative thinking, Empathy, Interpersonal relationship, collaboration, teamwork, Self-awareness, Decision Making, Communication, critical thinking, Self-awareness, Managing emotions, Learning from failures, Leadership) and values needed to make the student a responsible citizen and prepare them for life.
2. To support the school to bring in place an effective system of managing school level activities and improve student engagement in the schools by their participation.
3. To realize and maximize student's potential through various activities.
4. To promote an inquiring mind and team spirit among the students.
5. To develop leadership and team building skills along with imbibing a sense of confidence and responsibility among students.
6. To bring to the knowledge of the school the talents and capabilities of the students.
7. To generate awareness among students on critical local issues in their village / environment and nudge them towards finding local solutions.

1.1. Process of House Formation

To fulfill these objectives, the process of formation of the houses system may have following steps:

1. Depending upon the school enrolment, the number of houses may vary from two to four houses in a school. If a school is having less than 100 students, it suggested to restrict the number of houses to two.
2. Follow the names of the houses like Eco, Peace, Wisdom & Well-being that has been finalized by Directorate of School Education, Jammu.
3. Each House to be given a different colour such as Green (Eco), White (Peace), Orange (Wisdom), Yellow (Wellbeing) so as to help in making house flags, ribbons and other related materials for students.
4. Each of the classes will be divided into the number of houses decided for the schools roll numberwise. The students are to be divided in such a way that each of the houses have students with varying talents. When the new admissions are enrolled, teachers to ensure the assigning of the house will balance the talents and also the number of students per class per house.
5. The students engaged in NSS, NCC, Bharat Scouts and Guides can be member of any of the houses and ideally not kept together in a house.

6. Each of the houses will have a teacher in-charge. If the school has high enrollment, a co-teacher can also be appointed for each of the houses. The purpose of having these teachers in-charge is to mentor the house leaders, encourage and support the students for their engagement and development.
7. Each of the classes to have house representatives for the respective houses. These representatives will support the respective house captain and vice-captain to convey any relevant information. These representatives can be either nominated or elected by the respective house members of each class.
8. House representative of the senior most class will be the House captain. Vice-captain will be from a class lower and to be mentored to become the captain next year. Vice-captain will take interim charge of the house when house of the year trophy is awarded to the best house of the year so as to continue the process. Every year, captain and Vice-captain will be nominated or elected from the house members of one class lower than the senior-most class. The interim captain can also stand for the elections.
9. The nomination of the leaders for election can be based on their attendance, academic performance, prior participation in school activities, leadership potential, etc. Each house to have a captain and a vice-captain to lead the house members with a 50-50 representation of girls and boys (in terms of co-ed schools).

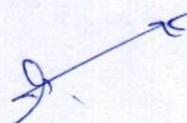
1.2. Point system for Houses

Houses are to be given regular points for their performance in different activities and events throughout the academic year. These points will be given by the Head of School and as per the guidelines set by the school. Each House can be given points for their achievements in the following manner or as the school deems fit to sustain the energy and enthusiasm of the students.

1. A school may decide to give 5, 3, 2 points to the top 3 individual rank holders in a specific event respectively, and similarly, 10, 7, 5 points can be given to house members holding top 3 position respectively in group events. *The number of winners may be 3, 5, or even up to 10.* Ideally all the activities should have results declared of top 5 or 10 performers rather than restricting to just top 3 as this will encourage more students to perform better in the next activity
2. The House points are to be displayed in a prominent place for all students to see. **(refer to Annexure 1)**

1.3. House of the year award

1. At the end of each academic year, 'House of the Year' to be declared at the end of year on a special day such as Republic Day or a mega PTM towards the last month of the last quarter of the academic year to celebrate student engagement in the school. It can be celebrated as a recognition day in the school.



2. A house trophy can be awarded to the best house which can be used as a rolling trophy year on year. Best house need to be selected based on point system tracker maintained by the Schools. (See **Annexure 1**)
3. All activities and intra-school competitions organized by the school and participated by students (house wise) in an academic year shall be recorded and given points as per agreed scheme. At the end of the academic session, the final tally shall be considered to declare 'House of the Year' and may be awarded the prizes as an incentive.
4. An annual recognition procedure for the house activities can be instituted to maintain the momentum of the activities
5. The award/trophy will be given by the Head of the School.

2. Outcomes School House System

The house system will contribute to the life skill development of the students.

1. The key life skills gained by the students who take part in activities are expected to improve in the following skills:

<ul style="list-style-type: none"> • Problem solving • Creative thinking • Empathy (Contributing to Civic Sense and Good Citizenship) • Interpersonal relationship, collaboration, teamwork • Self-awareness • Decision Making 	<ul style="list-style-type: none"> • Communication • Critical thinking • Self-awareness • Managing emotions • Learning from failures (also negating/minimizing the fear of participation) • Leadership
--	--
3. Improved awareness and sensitivity among students towards environmental issues and their active participation in environmental improvement and protection.
4. Students gain skills to identify and solve environmental problems.
5. Develop respect for different cultures and traditions and create a positive impact on their local community and the world.
6. Gain physical, mental, emotional and social well-being.
7. Be able to optimally use the school infrastructure such as school auditorium, library, assembly area and play fields, etc., after school hours for productive activities.
8. Development of all the components of physical fitness in students.
9. Talent is identified and nurtured in all events and games at various level.
10. Students get platform to showcase their talent and skill in form of tournaments.

2.1. Roles and Responsibilities

1. All the house representatives to organize various activities that fall under the roles and responsibilities of the respective houses. All the activities may be organized house-wise to increase the participation of the students and to promote healthy competitions. Annual Calendar for each houses to be based on the linked tasks and should be

connected to the important days of celebration (eg-Eco House doing a campaign on World Toilet Day). Also each house should have a goal or a target for the year (eg-Wellness House with a goal to win the inter school competition this year).

2. House captains and vice-captains to nominate the participants for various activities in consensus with the respective house mentors.
3. The house representatives of the respective houses would have the responsibility to reach out to all students in the school and encourage them to participate for the respective competition/activity. They can identify students' potential and nurture them towards improvement while improving themselves.
4. The house representatives need to ensure the participation of maximum number of students for various activities being organized. They also need to ensure same set of students are not given preference for competitions. They need to continuously update their list of members who can take part in various competitions and activities.

Roles and responsibilities can be given as -

Title	Roles and Responsibilities
Role of House In-charge	<ol style="list-style-type: none"> i. To chair the meetings of the house. ii. To encourage the students to suggest activities and help the students to make necessary preparations for their execution in consultation with the Head of School who will create an environment for smooth functioning of the house system for life skill development by finalizing the school calendar integrating the planned house activities before the start of the academic session contextualizing the calendar sent by the Directorate.
Captain	<ol style="list-style-type: none"> iii. Captains will be responsible for overall functioning of their houses. iv. They can seek direction from Teacher in-charge for the smooth functioning of Houses. v. They are responsible to organize all events and activities of the house for all the students in the schools. vi. Captains are responsible for their team members.
Vice-captain	<ol style="list-style-type: none"> i. Responsible to support Captain in all the decision-making process. ii. Will coordinate with the other member for meetings and programs. iii. He/She will be responsible for keeping all records.
House Representatives	<ol style="list-style-type: none"> i. Responsible to support their Captain and vice-captain for better functioning of the houses. ii. Members have to participate in all the meetings. iii. Have to take-up all the responsibilities given by the captain and vice-captain.

3. Name of the Houses:

1. Eco House
2. Peace House
3. Wisdom House
4. Wellbeing House

Note: All houses can refer to Annexure-A for suggested activities.

4. Allocation of time for meetings

1. School should allocate at least one period per month for the full house meetings so that the house committee members can interact, motivate and plan house activities under the guidance of teacher-in-charge. This period is also to see what support needs to be given to the house members for them to take part in all the activities. One of the morning assemblies can also be used as a zero period for this meeting if special periods cannot be allotted.
2. House committee meetings can be held twice a month or as per the requirement to plan their schedule.

5. House Colours and badges

1. Each of the houses will have its own colours (Peace – White, Eco – Green, Wisdom- Orange, Wellbeing-Yellow)
2. Captains and vice captains will be given badges with their respective colours

6. Gallery Walk

1. Each of the houses can be provided a board to show case their activities of the year and the key achievements.

7. School House Committee

School may make a committee that consists of House Captains and Vice Captains along with their teacher-in-charges to discuss the progress of the school and to discuss about their respective plans and progress in the year. The Head of the school can use this group for contribution to the school management efforts. From time to time the group can be given various trainings to improve their leadership skills so as to efficiently lead their respective teams. Head Girl and Head Boy can be heading the school house committee under the chair of Head of school.

8. Annexure to be used by schools

1. **Annexure 1:** House Points Tracker
2. **Annexure 2 :**Suggestive annual calendar format for the house committees can be used for planning the activities monthly basis
3. **Annexure 3 :** Tracker can be used to monitor the key achievements of the committees
4. **Annexure 4 :** Tracker can be used by the committee members to record their meetings and planning



ANNEXURE 1: House Points Tracker

Name of the school:

Name of the house:

Sl. no.	Name of the activities house members have taken part and rewarded	Total points gained in the activity

The following table can be exhibited in a prominent place for all students to see the progress of their houses

House	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Total
Eco												
Wellbeing												
Wisdom												
Peace												

Handwritten signature

Handwritten signature

ANNEXURE 2: Suggestive Annual Calendar Format for the Houses

Sl.No.	Name of House	Activity	Planned for the month
1.			
2.			
3.			
4.			

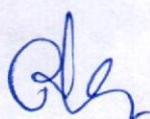
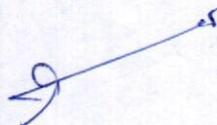
Similar table can be documented for other houses as well

ANNEXURE 3: Activity Tracker for Houses
Reward Indicator for Houses

Sl. No.	Indicators	Name of the House	Grading					Total
			1	2	3	4	5	
1.	Annual plan in place							
2.	Number of activities/ events organized							
3.	Effective implementation of activities as per the annual plan							
4.	Number of meetings held							
5.	Number of student participation in the activities organized.							
			Total					

*Minimum three teachers to be taken in the panel for best house.

Signatures of the panelist:

ANNEXURE 4: School House committee Meeting Template

Name of the school:

Name of the House Committee representatives:

Teacher Incharge:.....

Sl. No.	Details of people Participated	Planned Activity	Action Points

Details of last meeting:

Activities Planned	Current Status

Signature of the Captain:

Signature of Teacher In charge:

ANNEXURE 5:

Outcome of different activities given in different Calendar/Circulars issued by DSEJ which should be undertaken by all houses to promote awareness in the school and ensure engagement of all students in one or the other activities/competitions/events.

S.no.	Outcome based competitions/activities	Key outcomes
1.	Celebration of National & International days by organizing Quiz,Debate,Drawing,Postermaking etc. competitions	<ul style="list-style-type: none">i. Students will develop/improve understanding about important days.ii. Students will develop Presentation Skills / Critical thinking skills / Communication Skills & decision makingiii. Students will develop / improve understanding on diverse culturesiv. Performing arts – dance and drama skills gained by students
2.	Plantation drive in school and at home Beautifying the surrounding – <ul style="list-style-type: none">i. Flower beds may be prepared in the school campusii. Garbage is not littered in the rooms /Campus and its proper disposal be ensured.	<p>Students will be able to</p> <ul style="list-style-type: none">i. Value and care for plantsii. Develop positive attitude while working with peersiii. Exposure to Experiential learning/Learning by doing approachiv. To learn collaborative skills and non-judgmental approachv. To keep our surroundings clean
3.	Cleanliness day/week (House committee to decide the date/week) – Dividing areas (both open and close) of the school into 4, one for each house. <ul style="list-style-type: none">a) To make the area polythene free and class rooms are neat and clean.b) For senior classes addition of creating and using biodegradable and non-biodegradable dustbins.c) Best out of waste competition	<ul style="list-style-type: none">i. An overall development of physical, mental, emotional and social wellbeingii. To realise the importance of use of things around us and to use them judiciously
4.	Morning assembly - Each house to conduct assembly on weekly basis which can comprise of : <ul style="list-style-type: none">a) News, Thought for the day , PT, Yoga, Uniform & Personal Hygiene Monitoring , Pledge , National Anthem etc.b) Take care of the school cleanliness after the morning assembly	<ul style="list-style-type: none">i. To develop collaborative, team spirit , leadership and interpersonal skillsii. To develop habit of keeping surroundings clean by not throwing waste material out of place

S.no.	Outcome based competitions/activities	Key outcomes
5.	Competitions on Local/Regional/National festivals (Girl / Boy participation need to be 50:50) i. Fancy dress ii. Folklores iii. Folkdances iv. Dance-drama based on local stories v. Poem singing	Students will be able to develop i. Passion to participate without the fear of losing ii. Life skills with integration of performing arts iii. Collaborative and team spirit skills iv. Respect for their old traditions and culture
6.	Pen-paper based competitions i. Essay/Composition writing ii. Drawing iii. Painting	Students will develop/improve i. Creative & Critical thinking ii. Imaginative skills
7.	Engage Children in activities related to "Kindness".	Helping the needy and promoting the culture of living in harmony with each other.
8.	Anchor of the week competition, Hasao to Jaane (creation of best joke competition)	Students will be able to develop / improve on their: i. Listening and speaking skills ii. confidence level- Facing the audience
9.	Emerging Leaders (Speech Competition), The Thought Weaver (English / Hindi story narration competition -10 min), Nukkad natak	Students will i. Improve upon their speaking skills iii. Have successful integration of life skills with performing arts
10.	The vocabulary guru (word antakshari/ vocabulary tree), Budding Writers (Essay/article/Writing), Article for class magazine or school news letter	Students will be able to i. Develop creative writing skills ii. Enhance their vocabulary
11.	Book/Story review Competition, for particular Class or Individual, for maximizing use of library	Students will i. Develop book reading skills ii. Gain knowledge, understanding and develop respect for others' view point
12.	Conducting youth parliament	Communication skills, Critical thinking skills, Collaborative skills, Decision making skills, Problem solving skills
13.	A. Importance of Sports in our daily life (Class wise presentation) B. Building stamina -The Morning Jog (Select the most Fit)	i. With the use of correct fitness techniques students will be able to develop/improve upon their motor and physical fitness

S.no.	Outcome based competitions/activities	Key outcomes
14.	<ol style="list-style-type: none"> 1. Learn a new skill- Athletics: 100m race/ Marathon/Jumps (Quiz on the rules of the game) 2. Theme of the season - Short put/Cricket/Volley ball/Kabaddi/Kho-Kho, cycling etc. 3. Promoting games- Team Games (outdoor) - Hand ball, Basketball, volley ball, Kho-Kho etc. Indoor Games - Carom/ Chess 	<ol style="list-style-type: none"> i. Acquire the knowledge and skills to perform fundamental athletic movements of throwing, jumping and running. ii. Primary level students will be able to perform simple individual sequence/s incorporating movement concepts and various forms of locomotion. iii. Elementary and above level students will be able to refine and perform extended sequence/s to rhythm, individually and/or with a partner, incorporating gymnastic actions and various forms of locomotion on small and large apparatus.
15.	<p>Informative activities on sports</p> <ol style="list-style-type: none"> i. News Update on Sports in the assembly ii. A talk on your favourite sports star A debate on "All work and no play makes jack a dull boy" 	<p>Students will gain knowledge in the field of sports/games and will be able to develop interest in sports, and take active participation with sportsmanship spirit.</p> <ol style="list-style-type: none"> i. Through participation in the said activities, students will have improvement in form of expression
16.	<p>Yoga / Mindful breathing/ Meditation/ Say No to Junk Food/Connect with Nature etc- a few minutes during the assembly or any specific time decided by HOI</p>	<p>Mindfulness and self-awareness skills</p>