

**Directorate of Education
Govt. of NCT of Delhi
Old Sectt., New Delhi**

No.PS/DE/2005/4319

Dated: 4/4/2005

Circular

‘Well begun is half done’. Assembly has an important place in the activities of any school. A properly planned programme of the assembly will enrich the knowledge of the students and will encourage their social and moral development. A detailed Circular No. DE :23/50/Social/94/903-1403 dated 23.09.94 was issued to all H.O.S. & concerned officers for implementation. All H.O.S. are further instructed to implement instructions given in the Circular dated 23.09.94 with slight modification in daily schedule & mode of its implementation.

The assembly should be planned with clean objective in mind i.e.

- To begin the day with an alert mind, meaningful thoughts and definite focus.
- To enhance awareness of the students about different issues through the activities of the assembly.
- To have an interactive session with the Principal and Teachers who motivate and inspire students to excel in their performance in academic and co-curricular activities.
- To inform them about the important happenings in the country and the world and remind them of the work done by great men.

The daily schedule of the assembly of 20 minutes duration should be as below :

Assembling and Warming up	5 Minutes
Vande Matram	1 Minute
Prayer	3 Minutes
Community Singing/Mass PT/Yoga	3 Minutes
Thought for the Day	1 Minute
Address by Principal/Teacher/Student/Guest	
Teacher/ Nukkad Natak	4 Minutes
Attendance	2 Minutes
National Anthem	1 Minute
Dispersal on Marching Song	-----

Implementation :

- Assembly is compulsory for all the students the teachers and head of the school.
- Everyone must participate in the assembly with dignity and seriousness.
- A class/house be assigned to conduct assembly for a period of say 15 days on rotation, who must plan conducting of the assembly well in advance which includes thought for the day, community singing, mass PT and yoga, address by the Principal/Teacher/Student.

- Dte. of Edn. has prepared 6 sets of audio CD's of assembly which contain Vande Matram (National Song), Prayers, Community singing, dispersal songs. This should be used during assembly to make it more lively. However, mass PT and yoga, thought for the day, address by the Principal/Teacher/Student, guest teacher/nukkad natak be planned by the school under supervision of the HOS and teachers.
- Monitors for different jobs be appointed i.e. to make queues of the students, marking attendance during assembly under guidance of class teacher, checking of nails/ uniform, ensuring dispersal of students etc.
- An **Assembly Register** should be maintained by the student monitors, under supervision of the teachers, and the Register should be made available to the inspecting staff. This register should contain the following information :
 - Report of daily conducting of the assembly containing the details with date, address by HOS/Teacher/Students/Guest Speakers, Topic of the address and thought for the day, prayer and community song sung and the signature of the class teacher/house incharge who conducted the assembly.
 - HOS may utilize funds available with them in Pupil Welfare Fund or UEE Fund to purchase a CD player.
 - The HOS are further advised to maintain a separate register for late comers and checking of uniform.

Sd/-
(VIJAY KUMAR)
Director of Education