

SAMAGRA SHIKSHA-DELHI
(A Society under Education Department, Govt. of NCT of Delhi)
3rd Floor, Boulevard Road, Civil Line, Delhi – 110054
Email:-spd_delhi@rediffmail.com

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CIRCULAR

Subject: Promotion of Reading Habits among Students through School Library Activities.

Under Samagra Shiksha–Delhi, Library Grant books have been provided to all Government schools during the last five years to strengthen school libraries and cultivate a sustainable reading culture among students.

Reading is the foundation for learning, critical thinking, and overall personality development. Poor reading habits lead to low comprehension, reduced academic performance, and limited exposure.

In alignment with the objectives of the National Education Policy (NEP) 2020 and to promote a culture of reading in schools, all Heads of Schools are hereby directed to undertake systematic and engaging library-based activities to encourage students to develop regular reading habits.

Key Objectives:

1. **Create Interest:** Make reading enjoyable, not a forced activity.
2. **Ensure Access:** Provide age-appropriate, diverse reading material in sufficient quantity.
3. **Build Time:** Allocate dedicated time for reading in the school routine.
4. **Library opens a world of wisdom for the students and creates confidence in the child.**

Schools shall ensure the effective utilization of library resources and organize reading activities throughout the academic year.

The following activities are recommended for implementation:

S. No.	Activity	Description	Frequency	Responsibility
1	Daily Reading Time (DEAR – Drop Everything and Read)	Allocate 10–15 minutes every day for uninterrupted silent reading. Students may read any age-appropriate book of their choice to develop a regular reading habit and improve comprehension.	Daily	Head of School, Teachers, SMC Members, all staff including guards /sweepers etc.
2	Class Library Corner	Set up a small collection of books in every classroom for easy access. Students should	Throughout the year	Class Teacher & Sahitya Section Captain

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		be encouraged to borrow, exchange, and read books during free periods or designated reading time.		
3	Library Period	Conduct a dedicated library period every week where students explore books, develop library skills, and engage in independent reading rather than only issuing and returning books.	Weekly	Librarian/Teacher
4	Read Aloud Sessions	Teachers or senior students read stories, poems, or articles aloud using proper expression and pronunciation. Interactive discussions may follow to improve listening and comprehension skills.	Weekly	Teachers & Sahitya Section Captain
5	Book Talk	Students present a brief introduction to a book they have read, highlighting the story, characters, and why others should read it. This develops communication skills and encourages peer reading.	Monthly	Language Teachers & Sahitya Stage Captain
6	Reading Challenge	Organize school-level reading goals such as "Read 10 Books" or "Reading Marathon." Recognize students who successfully complete the challenge to motivate continuous reading.	Quarterly	Library Committee & Sahitya Stage Captain
7	Storytelling Competition	Students narrate stories in their own words with creativity and expression. Storytelling enhances imagination, language development, and public speaking skills.	Monthly	Teachers & Sahitya Stage Captain
8	Reading Buddy Programme	Pair one student with other student for guided reading sessions. This promotes collaborative learning, confidence, and reading fluency among both groups.	Fortnightly	Teachers
9	Book Review Writing	Students write short reviews describing the book, favourite characters, key messages, and their personal opinion. This strengthens reading comprehension and writing skills.	Monthly	Language Teachers
10	Author of the Month	Introduce one author every month through displays, book collections, and discussions.	Monthly	Librarian

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		Students become familiar with different writing styles and literary contributions.		
11	Reading Wall	Display book reviews, favourite quotations, illustrations, and reading achievements on a notice board. This creates a reading-friendly environment and motivates students to participate.	Monthly	Library Committee & Sahitya Stage Captain
12	Family Reading Week	Encourage parents and family members to read with children at home and maintain a simple reading record. This strengthens home-school collaboration and reinforces reading habits.	Twice a year	Head of School
13	Reading Festival	Organize book exhibitions, storytelling, quizzes, puppet shows, and literary games.	Annual	School Library Committee & Sahitya Stage Captain
14	Reading Passport	Every student maintains a record of books read, including the title, author, date completed, and a brief reflection. This helps monitor reading progress throughout the year.	Throughout the year	Librarian
15	Book Donation Drive	Encourage students, parents, teachers, and alumni to donate good-quality books to enrich the school library and ensure wider access to reading materials.	Annual	School Management Committee
16	Newspaper Reading & Discussion	Encourage students to read newspapers and educational magazines regularly. Discussions on current affairs and informative articles help improve general awareness and critical thinking.	Weekly	Social Science Teachers with Rashtraneeti Coordinator Teacher
17	Poetry Reading Day	Organize poetry reading sessions where students read or recite poems with expression and discuss their meaning. This enhances language appreciation and confidence.	Monthly	Language Teachers
18	Character Dress-up Day	Students dress up as characters from books and present their roles. This	Annual	Teachers

		activity makes reading enjoyable while improving creativity and communication skills.		
19	Book Exhibition	Organize exhibitions showcasing books on different themes, genres, or authors. Students can explore a variety of books and select those that match their interests.	Quarterly	Librarian & Stage Captains of Rashtraneeti
20	Reading Ambassadors	Identify enthusiastic readers to promote reading among their peers by recommending books, assisting in library activities, and motivating classmates to read regularly.	Annual	Head of School

These activities may be conducted throughout the academic year as part of the school's library programme to foster a joyful reading culture, improve language proficiency, and encourage lifelong learning among students.

Guidelines for Schools

INSTRUCTIONS FOR HEADS OF SCHOOLS

Heads of Schools are directed to ensure the following with immediate effect:

- 1. Time Allocation:** A dedicated 30 minutes daily "Reading Period" shall be included in the school timetable for primary classes. This period will be non-negotiable and monitored.
- 2. Infrastructure:** Ensure every classroom has a Reading Corner with at least 20 age-appropriate books. The school library must be kept open during recess.
- 3. Teacher Role:** All teachers must participate in the reading period. Model reading and conduct 10-minute book discussions twice a week in class.
- 4. Activities:** Organize weekly activities: Storytelling for primary, Book Review for middle, and Debate/Book Talk for senior classes. One "Reading Assembly" per month must be conducted.
- 5. Monitoring & Record:** Maintain a Class Reading Register noting books by section captain of Sahitya Committee read by each student. Submit a monthly report on reading activities to Samagra Shiksha-HQ.
- 6. Community Engagement:** Conduct 1 Parent Reading Workshop per quarter and encourage "10 minutes home reading" with parent signatures.

Strict compliance and regular monitoring is expected.

INSTRUCTIONS FOR LIBRARIANS

Librarians and Sahitya Sub-Committee are directed to implement the following:

- 1. Book Accessibility:** Display new arrivals prominently. Maintain an "Easy to Borrow" system. Issue at least 2 books per student per week. Implement a book rotation system with classrooms every 15 days.
- 2. Library Environment:** Keep the library clean, well-lit, and inviting. Creates theme-based displays: "Science Month", "Folk Tales", "Career Books".
- 3. "Guess the Book"** and Book Mark Making competitions monthly

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4. **Record Keeping:** Maintain an updated Issue Register and Student Reading Profile for each class. Identify "Non-readers" and suggest books to them personally. Stage Captains of Sahitya Committee will help in maintaining records.

The library must function as the heart of the school. Proactive efforts are required to attract every student to the library.

Note: Implementation of the above will be reviewed during school inspections and monthly meetings.

Schools are encouraged to implement these activities in an inclusive and child-friendly manner so that every student develops an interest in reading and makes effective use of the school library. The emphasis should be on joyful reading, independent learning, and fostering a vibrant reading culture within the school.

All Heads of Schools are requested to ensure strict compliance with the above instructions and promote the effective utilization of library resources for the holistic development of students.

(Jitendra Kumar Singh)
Deputy Director of Education
Samagra Shiksha-Delhi
Date: 03/08/26

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(Jitendra Kumar Singh)
Deputy Director of Education
Samagra Shiksha-Delhi