

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION  
HIGHER SECONDARY WING**

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No: 2409/DSE/HSW/AC/A1/2021-22

Puducherry, the 27.08.2021

**CIRCULAR**

Sub: DSE-HSW-AC- Reopening of Schools for the academic year 2021-22 - Spade works to be done and SOP to be followed - Issued.

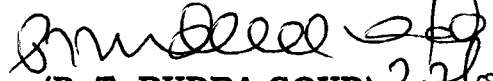
Ref: I.D. Note No. 2409/DSE/HSW/AC/A1/2021-22  
dt. 17.08.2021.

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With reference to the subject mentioned above, it has been decided to reopen schools for the students from classes IX to XII for the academic year 2021-2022 from 01.09.2021 in Puducherry, Karaikal and Yanam regions.

In this regard, the Heads of Schools are instructed to carry out the preparatory works before 1<sup>st</sup> September, 2021

The Heads of all Schools in Puducherry, Karaikal and Yanam regions are instructed to adhere to the Standard Operating Procedure (SOP) issued (Annexure)

  
(P. T. RUDRA GOUD) 27/08/2021  
**DIRECTOR OF SCHOOL EDUCATION**

To  
All the Heads of Schools  
in Puducherry, Karaikal and Yanam regions.

Copy to:

1. The Joint Director, DSE, Puducherry.
2. The Deputy Director (Sec. Edn.), Karaikal
3. The Deputy Director (W.E), Puducherry
4. The Chief Educational Officer, Puducherry/Karaikal.
5. The Regional Administrator, Yanam.
6. The Delegate to DSE, Yanam.
7. The Deputy Inspector of Schools, Z-I/Z-II/Z-III/Z-IV/Z-V, Pdy /Kkl.

Copy submitted to:-

1. The Secretary to Govt. (Education), Chief Secretariat, Puducherry.
2. The District Collector, Karaikal

**GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF SCHOOL EDUCATION**

**ANNEXURE**

**Standard Operating Procedure (SOP) with regard to COVID-19 for permitting students studying in Standards 9 to 12 in Government / Government -Aided/Private schools to come to schools on a voluntary basis, for taking guidance from their teachers.**

**Introduction:**

The Government of Puducherry has decided to permit students in Puducherry, Karaikal and Yanam regions studying in Std 9<sup>th</sup> to 12<sup>th</sup> in Government/Government Aided/Private schools including CBSE / ICSE schools to come to schools on a voluntary basis for taking guidance from their teachers and to get doubts clarified and for counseling and other related works in areas outside the containment zones only w.e.f. 01.09.2021.

The schools will reopen from 30.08.2021 for preparatory works for standards 9<sup>th</sup> to 12<sup>th</sup> and would function only during forenoon (Half a day) from 9.00AM to 1.00PM. To begin with for these classes, the school will function on alternate days only.

The Schedule for class-wise opening of schools is as below;

<b>Sl. No</b>	<b>Classes</b>	<b>Days</b>
1	IX	Mondays, Wednesdays & Fridays
2	X	Tuesdays, Thursdays & Saturdays
3	XI	Mondays, Wednesdays & Fridays
4	XII	Tuesdays, Thursdays & Saturdays

**Note:** The Schools will function for 6 days instead of 5 days which is in vogue to ensure proper social distancing.



Since no buses are being operated, students studying in schools far away from their place of stay can go to the nearest Govt. school to get their doubts clarified.

The parents are requested not to send their children to school if either the child or any of the family members has tested positive for Corona virus or is having symptoms like fever, cough and breathlessness. The Heads of Schools shall create awareness regarding this in the SMC meeting as well. In case anyone is having symptoms, they may be advised to go to the nearest PHC and such student shall not be allowed to attend the school.

This applies for the teachers and non teaching staff as well. Anyone having symptoms should not attend school and should proceed on leave and get medical advice.

In view of the social distancing norms adequate number of teachers including TGTs shall be deployed for doubt clarification / guidance. Subject wise doubt clarification sessions may be handled simultaneously.

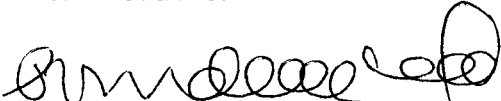
### **Preparatory phase**

The 30<sup>th</sup> - 31<sup>st</sup> August, 2021 will be utilized for the preparatory works to be done to ensure the safety and security of the students, teachers and other staff of the schools wherein the cleanliness of the school campus should be ensured by the Heads of the Schools. A meeting of the School Management Committee (SMC) should be convened to brief about the school re-opening and the safety norms to be followed.

1. Academic activities must be arranged to ensure social distancing in class room. The instructions contained in the SOP must be followed strictly.
2. Staggered way of calling students with a gap in the order of need i.e, XII, XI, X and IX Std may be decided.
3. Teachers and students shall only be allowed to enter the premises after washing their hands with soap/ sanitizer.

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4. Thermal screening of all students/staff/teachers shall be done when they arrive at the school. If any staff/ student is having fever, he/ she shall be advised to go to the nearest PHC and should not attend the school.
5. Wash areas, toilets, etc., shall be disinfected properly/ regularly.
6. Attendance must not be enforced and must depend entirely on parental consent.
7. However, online classes for other students may be conducted for the benefit of other students who could not attend the school.
8. Students in containment zones and quarantine due to travel shall be asked to come to school for getting guidance after the quarantine/containment period is over or the containment zone is declared normal.
9. Physical distancing shall be maintained in staff rooms, office areas (including reception areas) and in other places. All teachers and students shall come with masks.
10. PETs shall assess the fitness of students and report to the Head of the School.
11. The schools shall not conduct any assembly/ prayer sessions in order to avoid overcrowding and issues of movement management.
12. Online classes shall continue to ensure that the students for whom parents have not given consent to attend regular classes.
13. The Headmaster/ Principal shall be held responsible for non-adherence of guidelines in school and should carry out compliance checks frequently.
14. School buses will be operated only after clearance for the same is given by the District Collectorate / Dept. of Revenue and Disaster Management.
15. Mid-day Meals shall not be served until further orders.

  
**P. T. RUDRA GOUD** 27/08/2021  
**DIRECTOR OF SCHOOL EDUCATION**  
**PUDUCHERRY**

Puducherry  
27.08.2021.