

राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,
संसद मार्ग, नई दिल्ली-110001
दूर. 011-23340280



National Education Society for Tribal Students

(An Autonomous Organization under
Ministry of Tribal Affairs, Govt. of India)
Ground Floor, Gate No.3 A, Jeevan Tara Building,
Parliament Street, New Delhi-110001
Telephone No. 011-23340280
वेबसाइट/Website: www.tribal.nic.in
Email: nests-tribal@tribal.gov.in

F. No: NESTS/Admin/Recruitment&RO/568/Part1/2023-24
E-Office No.: 27170

Dated:12.07.2024

The Nodal Officers,
All State EMRS Societies,
(As per list)

Subject: To conduct induction training for the newly recruited EMRS Staff – reg.

NESTS has posted regular Teaching and Non-Teaching Staff selected through EMRS Staff Selection Exam -2023 in EMRSs across the country.

2. In this connection, the joining of the posted candidates is being facilitated by the respective Societies.
3. In order to familiarize the newly recruited staff about EMRSs, and their duties, it is requested that the respective State Societies may kindly conduct induction training for the newly recruited staff.
4. Accordingly, induction courses for the posts of Principals, Teachers and Junior Secretariat Assistants have been prepared (Annexures).
5. The State Societies are requested to kindly conduct the sessions and submit a report to NESTS at the earliest.

This issues with the approval of the competent authority.


(Anupam Sonalkar) 12/7/2024
Joint Commissioner

Encl.: As above.

NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS

INDUCTION COURSE FOR PRINCIPALS TENTATIVE COURSE SCHEDULE

Slot	Timing	Topic
DAY – 1		Inauguration, objectives of Induction Course and Know your organization
I	09:30 am – 11:00 am	Registration, Ground Rules, Objective of course & Pre-Training Assessment Inauguration, Key Note Address
II	11:15 am – 12:45 pm	Vision, Mission, Objectives & Organisational Structure of NESTS (Including all Committees)
		Functioning of EMRS
III	02:00 pm – 03:30 pm	Residential Culture: (a) House system Role, Responsibilities and Duties of HMs (b) Mess Management
IV	03:45 pm – 05:15 pm	Daily Routine of EMRS: Morning PT, Morning Assembly, Remedial and Supervised Study, Evening Games, Regular Visit of Houses and Dining Hall
DAY – 2		
I	09:00 am – 09:30 am	Morning Assembly: Prayer, Thought, Educational Talk, Quiz, Report & Feedback
		Residential components of EMRS: Safety & Security
II	09:30 am – 11:00 am	Safety and Security of Students: NESTS Guidelines, programme on safety and security of students and Reporting procedure
III	11:15 am – 12:45 pm	(a) Early Identification & Intervention for Mental Health & well-being of Students (b) Suicidal Tendencies and their preventions: Case Studies
		Co-scholastic Activities in EMRS
IV	02:00 pm – 03:30 pm	Organizing CCA, Inter-Intra house competitions Sports and Games activities, Adventure games, NCC, NSS Scout & Guides and Club activities
		Leadership in Schools and Principal as Pedagogical Leader
V	03:45 pm – 05:15 pm	Team Building: Creative and Effective teams and Motivation of people for better work execution
DAY – 3		
I	09:00 am – 09:30 am	Morning Assembly: Prayer, Thought, Educational Talk, Quiz, Report & Feedback
		Academic Excellence – Main Strategies and Monitoring Evaluation
II	09:30 am – 11:00 am	Preparation of Institutional Plan and School Calendar Integrating 21 st Century Skills and Setting up Inclusive Classrooms
III	11:15 am – 12:45 pm	Experiential learning through Integrated Pedagogical Approach: Arts, Sports, Story- telling based and Toy-based Pedagogies
IV	02:00 pm – 03:30 pm	Admission Process of EMRS and Assessment Pattern NESTS/CBSE guidelines – Formative and Summative Assessment
V	03:45 pm – 05:15 pm	Class supervision- Effective Teaching, Teachers Diary, Preparation of Competency Based Lesson Plans and home assignments

DAY – 4		
I	09:00 am – 09:30 am	Morning Assembly: Prayer, Thought, Educational Talk, Quiz, Report & Feedback
		Personal Effectiveness and Excellence & Interpersonal Relationship
II	09:30 am – 11:00 am	Time and Stress Management Inter personal Relationship and Team Building
		Office Management: Rules, Administrative Process
III	11:15 am – 12:45 pm	Principal as Administrative Head: Role, Responsibilities and Office Procedures (Classification, filing, correspondence, keeping records, handling Personal files and Service books
IV	02:00 pm – 03:30 pm	Leave Rules: Approval and Records Right to Information Act APAR
		Finance Management: Role of Principal as DDO
V	03:45 pm – 05:15 pm	Preparation of Budget: budget estimates (RE & FG) Accounts Books: Ledger, Cash Book, Asset Register
DAY – 5		
I	09:00 am – 09:30 am	Morning Assembly: Prayer, Thought, Educational Talk, Quiz, Report & Feedback
		Finance Management: Role of Principal as DDO (Contd...)
II	09:30 am – 11:00 am	EMRS Purchase Procedure and Procurement through GeM Portal and Settlement of personal claims of staff
		Administrative Procedure
III	11:15 am – 12:45 pm	CCA (CCS) Conduct Rules Departmental Inquiries, Major & Minor Penalties
IV	02:00 pm – 03:30 pm	Sexual Harassment of Women at Workplace, Prevention, Prohibition and Redressal: NESTS's Guidelines & POCSO Act
		Course Evaluation and Valediction
V	03:45 pm – 05:15 pm	Post-Training Assessment and Course Evaluation and Valediction

Note:

Morning PT/ Yoga on every day from 06:00 am – 07:00 am

Tea Break : 11 am to 11:15 am & 03:30 pm to 03:45 pm

Lunch Break: 12:45 pm to 02:00 pm

NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS

INDUCTION COURSE FOR TEACHERS TENTATIVE COURSE SCHEDULE

Slot	Timing	Topic
DAY – 1		Inauguration, objectives of Induction Course and Know your organization
I	09:30 am – 11:00 am	Registration, Ground Rules, Objective of course & Pre-Training Assessment Inauguration, Key Note Address
II	11:15 am – 12:45 pm	Vision, Mission, Objectives & Organisational Structure of NESTS(Including all Committees)
		Functioning of EMRS
III	02:00 pm – 03:30 pm	Inculcating Residential Culture: (a)House system Role, Responsibilities and Duties of HMs & AHMs (b)Mess Management
IV	03:45 pm – 05:15 pm	Daily Routine of EMRS: Morning PT, Morning Assembly, Remedial and Supervised Study, Evening Games, Regular Visit of Houses and Dining Hall
DAY – 2		
I	09:00 am – 09:30 am	Morning Assembly: Prayer, Thought, Educational Talk, Quiz, Report & Feedback
		Residential components of EMRS: Safety & Security
II	09:30 am – 11:00 am	Safety and Security of Students: NESTS Guidelines, programme on safety and security of students and Reporting procedure
III	11:15 am – 12:45 pm	(a)Early Identification & Intervention for Mental Health & well-being of Students (b)Suicidal Tendencies and their preventions: Case Studies
		Co-scholastic Activities in EMRS
IV	02:00 pm – 03:30 pm	Organizing CCA, Inter-Intra house competitions Sports and Games activities, Adventure games, NCC, NSS Scout & Guides and Club activities
		Leadership in Schools and Principal as Pedagogical Leader
V	03:45 pm – 05:15 pm	Team Building: Creative and Effective teams and Motivation of people for better work execution
DAY – 3		
I	09:00 am – 09:30 am	Morning Assembly: Prayer, Thought, Educational Talk, Quiz, Report & Feedback
		Academic Excellence – Main Strategies and Monitoring Evaluation
II	09:30 am – 11:00 am	National Education Policy 2020: An overview & National Curriculum Framework for School Education 2023: An overview

III	11:15 am – 12:45 pm	Implementation of Institutional Plan and School Calendar Integrating 21 st Century Skills and Setting up Inclusive Classrooms
IV	02:00 pm – 03:30 pm	Experiential learning through Integrated Pedagogical Approach: Arts, Sports, Story- telling based and Toy-based Pedagogies
V	03:45 pm – 05:15 pm	Admission Process of EMRS and Assessment Pattern NESTS/CBSE guidelines – Formative and Summative Assessment
DAY – 4		
I	09:00 am – 09:30 am	Morning Assembly: Prayer, Thought, Educational Talk, Quiz, Report & Feedback
		Academic Excellence (Contd...)
II	09:30 am – 11:00 am	Effective Teaching, Teachers Diary
III	11:15 am – 12:45 pm	Competency Based Education and Learning Outcomes- Preparation of Competency Based Lesson Plans and home assignments
IV	02:00 pm – 03:30 pm	Preparation of e-Content
V	03:45 pm – 05:15 pm	Life skills and Value Education
DAY – 5		
I	09:00 am – 09:30 am	Morning Assembly: Prayer, Thought, Educational Talk, Quiz, Report & Feedback
		Personal Effectiveness and Excellence & Interpersonal Relationship
II	09:30 am – 11:00 am	Time and Stress Management Inter personal Relationship and Team Building
		Adolescent Behaviour
III	11:15 am – 12:45 pm	Managing Behavioural Problems of Adolescents
IV	02:00 pm – 03:30 pm	Sexual Harassment of Women at Workplace, Prevention, Prohibition and Redressal: NESTS's Guidelines & POCSO Act
		Course Evaluation and Valediction
V	03:45 pm – 05:15 pm	Post-Training Assessment and Course Evaluation and Valediction

Note:

Morning PT/ Yoga on every day from 06:00 am – 07:00 am

Tea Break : 11 am to 11:15 am & 03:30 pm to 03:45 pm

Lunch Break: 12:45 pm to 02:00 pm

NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS

INDUCTION COURSE FOR JSA TENTATIVE COURSE SCHEDULE

Slot	Timing	Topic
DAY – 1		
I	09:30 am – 11:00 am	Registration, Ground Rules, Objective of course & Pre-Training Assessment Inauguration, Key Note Address
II	11:15 am – 12:45 pm	Vision, Mission, Objectives & Organisational Structure of NESTS (Including all Committees)
III	02:00 pm – 03:30 pm	Role & Responsibility of JSA
IV	03:45 pm – 05:15 pm	Store Management
DAY – 2		
I	09:00 am – 09:30 am	Morning Assembly: Prayer, Reporting & Feedback
II	09:30 am – 11:00 am	Office procedure, Noting & Drafting
III	11:15 am – 12:45 pm	Office Record Management including Maintenance of service books
IV	02:00 pm – 03:30 pm	PIS & SIS, APAR
V	03:45 pm – 05:15 pm	Medical Claim/CEA/TA/DA/LTC/ Personal Entitlement
DAY – 3		
I	09:00 am – 09:30 am	Morning Assembly: Prayer, Reporting & Feedback
II	09:30 am – 11:00 am	File Index, PFMS, TALLY
III	11:15 am – 12:45 pm	RTI-Act 2005
IV	02:00 pm – 03:30 pm	Academic Activities & Record Maintenance
V	03:45 pm – 05:15 pm	Sexual Harassment of Women at Workplace, Prevention, Prohibition and Redressal: NESTS's Guidelines & POCSO Act
DAY – 4		
I	09:00 am – 09:30 am	Morning Assembly: Prayer, Reporting & Feedback
II	09:30 am – 11:00 am	Time and Stress Management Inter personal Relationship and Team Building
III	11:15 am – 12:45 pm	Procurement and Timely Issue of students' items- arrangements to be made
IV	02:00 pm – 03:30 pm	Disciplinary Proceedings
V	03:45 pm – 05:15 pm	Safety & Security, Main. & Repair
DAY – 5		
I	09:00 am – 09:30 am	Morning Assembly: Prayer, Reporting & Feedback
II	09:30 am – 11:00 am	Conduct Rules
III	11:15 am – 12:45 pm	Admission of students in EMRS
IV	02:00 pm – 03:30 pm	Condemnation of old stores
V	03:45 pm – 05:15 pm	Post-Training Assessment and Course Evaluation and Valediction

Note:

Morning PT/ Yoga on every day from 06:00 am – 07:00 am

Tea Break : 11 am to 11:15 am & 03:30 pm to 03:45 pm

Lunch Break: 12:45 pm to 02:00 pm