

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)

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

Dated:24.07.2024

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

**Subject: To conduct induction training for the newly recruited Hostel Wardens  
under ESSE-2023 - 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 course for the posts of Hostel Warden has been prepared (Annexure-I).
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)  
Joint Commissioner

**Encl.:** As above.

**NATIONAL EDUCATION SOCIETY FOR TRIBAL STUDENTS**  
**INDUCTION COURSE FOR HOSTEL WARDEN**  
**TENTATIVE COURSE SCHEDULE**

Slot	Timing	Topic
<b>DAY – 1</b>		<b>Inauguration, objectives of Induction Course and Know your organization</b>
<b>I</b>	09:30 am – 11:00 am	Registration, Ground Rules, Objective of course & Pre-Training Assessment, Inauguration, Key Note Address
<b>II</b>	11:15 am – 12:45 pm	Vision, Mission, Objectives & Organizational Structure of NESTS
		<b>Functioning of EMRS</b>
<b>III</b>	02:00 pm – 03:30 pm	<b>Residential Components:</b> (a) House system Role, Responsibilities and Duties of HMs (b) Mess Management
<b>IV</b>	03:45 pm – 05:15 pm	Daily Routine of EMRS: Visit to Houses and Dining Hall
<b>DAY – 2</b>		
<b>I</b>	09:00 am – 09:30 am	Morning Assembly: Prayer, Thought, Educational Talk, Quiz, Report & Feedback
		<b>Safety &amp; Security</b>
<b>II</b>	09:30 am – 11:00 am	Safety and Security of Students: NESTS Guidelines, programme on safety and security of students and Reporting procedure
<b>III</b>	11:15 am – 12:45 pm	Early Identification & Intervention for Mental Health & well-being of Students
<b>IV</b>	02:00 pm – 03:30 pm	Suicidal Tendencies and their preventions: Case Studies
		<b>Leadership in Schools</b>
<b>V</b>	03:45 pm – 05:15 pm	Team Building: Creative and Effective teams and Motivation of people for better work execution
<b>DAY – 3</b>		
<b>I</b>	09:00 am – 09:30 am	Morning Assembly: Prayer, Thought, Educational Talk, Quiz, Report & Feedback
<b>II</b>	09:30 am – 11:00 am	Developing Life Skills among Adolescent students
<b>III</b>	11:15 am – 12:45 pm	Concept of Counselling Stages of Counselling and Skills of counselling (including for specially abled children)
<b>IV</b>	02:00 pm – 03:30 pm	Emotional Intelligence
<b>V</b>	03:45 pm – 05:15 pm	Listening and communication skill
<b>DAY – 4</b>		
<b>I</b>	09:00 am – 09:30 am	Morning Assembly: Prayer, Thought, Educational Talk, Quiz, Report & Feedback
		<b>Duties of Hostel Warden</b>
<b>II</b>	09:30 am – 11:00 am	General duties of warden and Team work with HM
<b>III</b>	11:15 am – 12:45 pm	Procedure to permit students on leave and maintenance of dormitories

<b>IV</b>	02:00 pm – 03:30 pm	First aid and managing sick students and Records to be maintained
<b>V</b>	03:45 pm – 05:15 pm	Reporting procedure and follow up action
<b>DAY – 5</b>		
<b>I</b>	09:00 am – 09:30 am	Morning Assembly: Prayer, Thought, Educational Talk, Quiz, Report & Feedback
		<b>Adolescent Behaviour</b>
<b>II</b>	09:30 am – 11:00 am	Managing Behavioural Problems of Adolescents.
<b>III</b>	11:15 am – 12:45 pm	Sexual Harassment of Women at Workplace, Prevention, Prohibition and Redressal NESTS's Guidelines & POCSO Act
		<b>Personal Effectiveness and Excellence &amp; Interpersonal Relationship</b>
<b>IV</b>	02:00 pm – 03:30 pm	Time and Stress Management Inter personal Relationship
		<b>Course Evaluation and Valediction</b>
<b>V</b>	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