

राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
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F. No. NESTS/EMRS/CAC/109/2021-22 /345

Dated: 26th July, 2024

The Nodal Officers,
State/UTs EMRS Society,
(As per list)

Subject: House System in Eklavya Model Residential Schools- reg.

With reference to the above subject, it is stated that as a part of ongoing steps to streamline operations and enhance the management of Eklavya Model Residential Schools (EMRSs), NESTS is implementing 'House System' in all EMRSs across the country.

Further, in the modern educational concept, the House System is regarded as an integral part of the residential school education. The concept involves having a responsible teacher, designated as the House Master, who will act as a parent, guide, philosopher, and friend for every member of the House, i.e., a group of students.

To develop qualities of leadership and spirit of healthy competition in both curricular and co-curricular activities among the children, it is imperative to establish a House System in each Eklavya Model Residential School. This system aims to develop life skills among all students.

In this regard, it is requested to implement the House System in all the EMRSs under your jurisdiction and direct to submit an 'Action Taken Report' (ATR) on this matter by 10th August 2024. The guidelines for the House System are enclosed herewith as Annexure-I for implementation.

Looking forward to your kind cooperation please.


(Anupam Sonalkar)

Joint Commissioner, NESTS.

Copy to:

1. The Principal Secretary, Tribal Welfare Department, (as per list), State/UT Govt., with similar requested and for necessary action please.
2. The Principal, EMRS (as per list) with similar request and necessary action to implement the house system please.
3. PS to Commissioner, NESTS.

House System in EMRSs

1. **Introduction:** The effective management of a residential school depends upon the quality of functioning of the House system. A House consists of a group of children/students effectively led by a responsible teacher who will be called as House Master he/she will act as a parent, guide, philosopher and friend for every member of the House. A House inherently provides a family atmosphere in making the child physically fit, socially adjusted, emotionally balanced, and morally upright.

In the modern educational concept, House System is regarded as an integral part of the residential school education. House System shall, therefore, be established in each **Eklavya Model Residential School**, to develop qualities of leadership and a spirit of healthy competition for all curricular and co-curricular activities among the children. This will also help to develop life skills among all inmates. Guidelines for the same are given below:

2. **OBJECTIVES OF HOUSE SYSTEM:** The objectives of adopting House system in EMRS are:
 - i) Provide a smooth transition from home life to school life;
 - ii) Create situations, which fulfils the social and emotional needs of the children;
 - iii) Help socialization of pupils to integrate themselves well into the corporate life;
 - iv) Inculcate the sense of responsibility to take her/ his tasks in life earnestly and discharge them well;
 - v) Prepare pupils to play different kinds of roles as members of a group, community & society;
 - vi) Develop child's personality and integrity;
 - vii) Develop the spirit of healthy competition among the children;
 - viii) Inculcate the qualities of self-dignity, self-confidence and respect for the views & opinion of others as well as a discretion to take their own decisions on issues and problems at hand;
 - ix) Develop a sense of belongingness among the pupils and to create a sense & desire to live in harmony;
 - x) Benefit by bright example of others and benefit others by his/ her own example;
 - xi) Inculcate in the child, respect for seniors, elders, teachers and a caring attitude towards juniors and feeling of fraternity towards all;
 - xii) Learn to live and enjoy together and develop a degree of sensitivity for others feelings and needs.

3. **Number and Names of the Houses:** In each Eklavya Model Residential School up to class XII there shall be 4 Houses as per the details given below.

- ❖ Brahmaputra
- ❖ Ganga
- ❖ Godavari
- ❖ Tapi

(Note: Names shall be followed till further intimation.)

For administrative purposes, the following may be considered.

Separate administrative control for Boys and Girls. Further Juniors and seniors may be looked after by separate House Masters. In a full-fledged EMRS, class wise- gender wise students' strength is as given below.

Table-1

| Class | Boys | Girls | Total |
|--------------|-------------|--------------|--------------|
| VI | 30 | 30 | 60 |
| VII | 30 | 30 | 60 |
| VIII | 30 | 30 | 60 |
| IX | 30 | 30 | 60 |
| X | 30 | 30 | 60 |
| XI | 45 | 45 | 90 |
| XII | 45 | 45 | 90 |
| Total | 240 | 240 | 480 |

Total number of administrative houses will be 16 but with the same 4 names (mentioning B/G & Jr/Sr as suffix). Students from Classes VI to IX may be grouped under Juniors whereas students from Classes X to XII may be grouped under Seniors. By considering the ratio of Boys and Girls as 1:1, the details of administrative House systems will be as under:

Table-2

| Name of House | Classes | Number of students |
|--------------------------|----------------|---------------------------|
| Brahmaputra Senior Boys | X to XII | 30 |
| Ganga Senior Boys | X to XII | 30 |
| Godawari Senior Boys | X to XII | 30 |
| Tapi Senior Boys | X to XII | 30 |
| Brahmaputra Junior Boys | VI to IX | 30 |
| Ganga Junior Boys | VI to IX | 30 |
| Godavari Junior Boys | VI to IX | 30 |
| Tapi Junior Boys | VI to IX | 30 |
| Brahmaputra Senior Girls | X to XII | 30 |
| Ganga Senior Girls | X to XII | 30 |
| Godawari Senior Girls | X to XII | 30 |
| Tapi Senior Girls | X to XII | 30 |
| Brahmaputra Junior Girls | VI to IX | 30 |
| Ganga Junior Girls | VI to IX | 30 |
| Godawari Junior Girls | VI to IX | 30 |
| Tapi Junior Girls | VI to IX | 30 |

On joining the school, the boys and girls shall be allotted houses without any distinction. Houses allotted shall not be changed during the stay of the students in the school except with the written approval of the principal under very exceptional circumstances involving some administrative necessity.

EMRSs with class VI alone, shall have two administrative Houses (Boys and Girls separately). However, all the students are to be allotted against the 4 main houses. EMRSs with classes VI & VII shall have four administrative Houses (2 for Boys and 2 for Girls). With the upgradation of EMRS every year, number of administrative houses may be increased. At class XII level, i.e. at the full-fledged stage, 16 administrative houses may be considered.

Each House shall be under the charge of a House Master to be nominated by the principal. Each member of other Teachers shall also be attached to the Houses and will assist the House Master in performing his/her duties. Each House may adopt a flag with the following colors.

- a) Brahmaputra : Blue
- b) Ganga : Green
- c) Godavari : Red
- d) Tapi : Yellow

Issue of T- Shirt to the students shall be with the corresponding color depicting the house.

4. HOUSE APPOINTMENTS AND DUTIES:

Each House (Senior & Junior and Boys & Girls) should have following appointments, which should be awarded to children on account of their good performance in every activity of the Vidyalaya.

- House Captain = 1
- House Vice-Captain = 1
- Prefects = 2

Students shall be nominated against house appointments by the respective House Master keeping in view qualities of leadership, sense of responsibility and discipline, academic attainment, interest in co-curricular activities and general behavior. The appointed students may be changed by the House Master at any time. Appointed students shall wear a proper shoulder/ chest badge of distinction.

Following EMRSs level appointments be made in consultation with all House Masters, for effective management of the EMRSs-

- School Captain = 1
- School Vice-Captain (boys) = 1
- School Vice-Captain (girls) = 1

Both the above-mentioned appointments should be from senior class in EMRSs. They should not hold any other appointments in their own Houses.

4.1 Suggested Duties and responsibilities of School Captain, House Captain, and Prefects are as under:

A. School Captain:

- i) Maintains good personal conduct and behavior in the EMRSs.
- ii) Receives roll call and list of absentees from House Captains before submission to Duty Master / Principal.
- iii) Maintains full control and good discipline during EMRSs level activities with the help of House Captains and Prefects.
- iv) Ensures proper discipline in dining hall, morning assembly, and at all other places where all the children of the school assemble for any activity.
- v) He/ She acts as member of Mess Committee.
- vi) Carries out all responsibilities assigned by the Principal of the EMRSs.

B. House Captain:

- i) Ensures that the House maintains punctuality in all specified activities as per daily routine;
- ii) Conducts roll-call of the House during morning assembly and evening games and reports the same to School Captain/ Housemaster.
- iii) Supervises preparation or self-study in case same is to be carried out house wise.
- iv) Ensures that all the children in the House devote sufficient time for studies in order to improve their own performance as well as overall academic performance of the House;
- v) Reports absentees and sick children to the House Master every day.
- vi) Controls his/her House during the conduct of all Inter-House Activities.
- vii) Ensure that maximum number of children take part in various co-curricular, sports/ games, pace-setting and other activities planned in the Vidyalaya.

- viii) Assists house master in selecting students for participation in inter-house competitions.
- ix) Ensures cleanliness around his/ her House;
- x) Maintains good personal conduct and ensures proper discipline in the House;
- xi) Reports to house master in case he/ she observes any unusual behavior (such as persistent depression, rebelliousness & continued sickness etc.) on the part of any student of the house;
- xii) Ensures good discipline in the dining hall during the meals;
- xiii) Carries- out all other duties assigned by House Master/ House Mistress/ Vice Principal/ Principal

C. House prefect:

House Captain of the Houses Hall share his duties and responsibilities with the House Prefect with the approval of Housemaster.

D. Planning for Inter-House Competitions:

In order to bring out the hidden potentials of students, every EMRS has to organize Inter- House competitions in a planned manner. Annual calendar needs to be displayed at prominent places and all efforts are to be made to conduct the competitions as per the annual plan. Students are to be provided with sufficient time to prepare themselves for the competition.

House Master is personally responsible that boys/ girls of his / her House take part in all Inter House CCA & sports/ games activities in the EMRSs. He / she is supported by teachers who are attached with him for proper management of the House. House staff (House Master and attached teachers) should take pride in grooming various teams for Inter-House activities in order to win various trophies and awards.

E. Award of Points for Activities:

For Inter-House activities, following pattern of awarding of points may be followed:

| Individual events | | Group events | |
|-------------------|---|--------------|---|
| First | 4 | First | 8 |
| Second | 3 | Second | 6 |
| Third | 2 | Third | 4 |
| Fourth | 1 | Fourth | 2 |

A system of awarding of House points based on academic performance in class X & XII may be involved and points earned by each student should be credited to the House to which he/ she belongs.

F. Champion House:

Every year by the end of February, points awarded for Inter-House CCA and sports/ games competitions (as well for all other Inter-House Competitions conducted in the EMRSs, e.g. wall-magazine, gardening, morning assembly, cleanliness etc.) to each House should be tallied up. Thus, points of a Senior House and corresponding Junior House are added together to declare a Champion House. EMRSs should hold a special function (Annual Day) where Champion House Trophy be awarded to a House. There should be a proper coordination between the 4 administrative houses of the same House (Boys- Junior & Senior and Girls- Junior & Senior)

G. Role & Responsibilities of House Masters & Attached Teachers:

A residential school revolves around an effective **“House system”** and real pillars of this system are House Masters. They provide leadership and parental guidance to the students who are residing with them in a **“HOME AWAY FROM THEIR OWN HOMES”**. Therefore, the role of House Master / Mistress is of vital important since the stature of residential school largely depends on how effectively a House Master can organize and manage his / her house

H. Duties and responsibilities of House Master / Mistress:

i) General Duties: -

- a) A House master/ Mistress will exercise a benevolent fatherly/ motherly influence on the students.

- b) He/ she must create such a confidence in his/ her students that they confide in him/ her in all matters and treat him/her as a local parent.
- c) He/ she will interact with the students as frequently as possible and ensure that students speak to him/ her without any fear in case of any problem.
- d) He/ she should be very affectionate and polite with the children and should avoid any physical punishment or scolding.
- e) He/ she will attend all sorts of the wellbeing, comfort and happiness of the students placed in his/ her charge.
- f) He/ she will ensure to follow the instructions issued by NESTS, regarding (House System) under supervision and guidance of the principal.
- g) He/ she will be very courteous to the parents and create a confidence in them that their child is living in a very safe and secure environment.
- h) Have periodical interaction with parents on PTM day and inform them about the academic progress, health and conduct of the child.
- i) To ensure that he/ she is always impartial and fair equally to all the students.
- j) He/ she will ensure proper medical treatment in case of students of his/ her house is unwell as per safety and security guidelines.
- k) To ensure preventive measures for Safety and Security of each child of his house at all times in accordance with the guidelines and under supervision and guidance of the principal.
- l) Interact with the children by providing regular orientation on the important aspects of Safety precautions, guidelines and principles to be followed.
- m) He/ she must ensure and educate all the students in respect of their moral values, correct behavior, self-discipline, turn out and punctuality. The House master needs to be cautious of his/ her own conduct, behavior, character, habits, punctuality and sense of moral values at all times as the children looks up to teachers as her/ his rolemodels.
- n) Care has to be taken to ensure that the dormitories are comfortable & safe. The students need to be made aware of their conduct, rules and regulations which they are expected to follow.

- o) To ensure proper assistance of attached Teachers by dividing duties on rotation basis related to house activities with the approval of Principal.
- p) To brief the principal immediately in order to solve any problem of the house beyond his reach or domain.
- q) To inculcate a sense of pride, belongingness and a healthy house spirit among the students of his/ herhouse.
- r) Carry out any other duty in respect of House system as assigned by the principal.

ii) Administrative Duties:

- a) He/she must ensure proper cleanliness, upkeep of the dormitories and proper care of hygienic conditions of the premises of the house with the help of House Warden and associated staff.
- b) As a head of the house, he/she be responsible for maintaining discipline in the house at all times.
- c) He/she must ensure punctuality in the daily routine of the house from rouser to bed time and in other organized activities.
- d) Assigning responsibilities to all students on rotation so as to enable them to develop organizational ability, self-confidence and qualities of leadership.
- e) To ensure that under no circumstances house captains or senior students harass/rag juniors either in the house or in the school premises.
- f) To conduct surprise checks and kit inspection periodically to ensure that the students do not keep any type of undesirable articles, obscene books and check on their cash etc.
- g) To supervise his/her house during meals in dining hall. He/she must educate table manners to all students in dining hall during meals.
- h) Arrange conduct of regular roll call in order to ensure the presence of the children in the house.
- i) Maintain a personal file of each child in his house and a record of good and weak points in the personal file including family background.
- j) All cases of indiscipline and unhealthy behavior of the students

are dealt with appropriately in consultation/approval of Principal instead of giving harsh punishment.

- k) Arrange weekly/fortnightly house inspection of the principal to assess the working of the house and motivate his team and wards
- l) Ensure proper issue of articles to the children in time and its maintenance.
- m) To select House Captain/prefect for his/her house on the basis of a fair selection process as per guidelines and assign responsibilities and duties of the house to them.
- n) To conduct meetings of the House as and when necessary but at least one meeting in a fortnight.
- o) To ensure that with the assistance of Hostel Warden, leave and sick record of all the students of his/her house is maintained.
- p) He/ she will ensure that the wards look after their cupboards and keep their clothes and belongings in a neat and orderly manner.
- q) To ensure that the students emphasize on personal hygiene and cleanliness, takes regular bath and haircut, and clean uniform while in school.
- r) He/she will supervise that all students get up and sleep on time.
- s) Keep a close watch on all the activities and moments of the students particularly (off hours) i.e., Sundays and holidays and in night and report to the principal about any incident.
- t) Rounds are carried out even after the lights are off so as to ensure security and to keep the wards away from mischief.
- u) All hostel activities will go under his/her active supervision under control of the principal.

iii) Academic Duties:

- a) To keep an eye on the academic performance of all the students of his/her house.
- b) Coordinate/interact with subject teachers to look after the pupil's academic performance of his/her house.
- c) To ensure smooth conduct of self-study in the dormitory.
- d) To provide help in reading, writing, homework, projects

carried out by the students.

- e) Counsel and guide the students regarding their performance in academic and co-curricular areas.
- f) Interact and inform the parents about academic performance of the child on PTM Day.
- g) To encourage bright students to help support needy students of the house/class.
- h) Inform Principal in case any child of his/ her house needs special attention for academic improvement.
- i) To ensure that the children attend the classes regularly.
- j) To ensure availability of text books, note books and other stationery items to the children of his/herhouse.
- k) To ensure that the children of his/her house attend library regularly so as to promote reading habits/skills and also to ensure to refer literature/reference books as per his/ her requirement.
- l) To keep a close eye on the progress chart of children going to write CBSE exams (X and XII) and fortnightly interaction with the subject teachers for remedial teaching, if need arises.

iv) Co-Curricular, Games and Sports duties:

- a) Organize Co-curricular Activities as per the calendar of activities.
- b) Train the inmates well to help participate them effectively in the activities.
- c) To ensure participation of every child of his/her house in every competition co-curricular / games / sports activities organized in the school on rotation basis.
- d) To select, guide and train students for all inter house competitions with the active help of other details.
- e) Associated Teacher of every House is a helping hand to the House Master. He/she, in co-ordination with the House Master, as a colleague, shall provide support to the child in all respects.
- f) Carry out the house related responsibilities assigned by the Principal/Vice Principal.
- g) He/she will discharge the duties of the House Master, when he/she is on leave or out on duty and any other duty assigned by the principal related to house
- h) To strive to know students of the house individually and assist

them in the development of the character and personality.

- i) To provide academic assistance to students to help them improve their academic standards.
- j) To attend morning PT and evening games depending upon availability of the HM.
- k) To organize house meeting and competitions.
- l) To take round of house after the lights are off.
- m) To take lunch with the children of the respective house.

v) Records to be Maintained by each House:

- a) **Students' Profile:** This consists of the bio- data of the students. This must clearly specify the socio-economic background of the child and also health and family problems, if any. The ambition of the child must be known in order to guide them to achieve the same.
- b) **Attendance Register:** Every HM is expected to maintain and attendance register. Leave may be granted to a child on ill health/ other emergency with the approval of Principal. Leave must be sanctioned by the Principal on the recommendation of the HM. Any unauthorized absence must be brought to the notice of the Principal immediately. Any movement of the student from the house must be recorded in the movement register.
- c) **Movement Register:** All the movement of the students such as going on leave, vacation and breaks, duty must be maintained in the register. The movement register will have following format.

Table -3

| Name of the student | Date of leaving | Purpose | Escort | Date of return | Signature of the escort | | Signature of the student | |
|---------------------|-----------------|---------|--------|----------------|-------------------------|-----------|--------------------------|-----------|
| | | | | | Leaving | Reporting | Leaving | Reporting |
| | | | | | | | | |

- d) **House Meeting Register:** Every house will have a house meeting register. Every house master is expected to conduct

those meetings along with associated Teacher. The minutes of the house meeting should be registered. The resolutions taken, progress, short comings must be discussed and strategies must be made. All the house meetings should be held in democratic manner giving importance to the ideas of the main stake holders.

- e) **Academic Register:** This register is to be maintained to keep a track on the academic performance of the house inmates. The same may be discussed with the parents on the parent's day.
- f) **Counselling Register:** The register is to be maintained to keep a track on the change in the behavior of that particular inmate to whom counselling has been given. Any abnormal behavior on the part of the student must be handle carefully and the same may entered in the register.
- g) **Activities / Achievements Register:** The register records all the achievements of the house inmates in various activities like CCA, Games & Sports, Scouts & Guides, NCC, NSS etc.
- h) **Record of Students' behavior:** As per the remodeled Assessment a record of students' behavior may be maintained.

UNDERTAKING

I _____(Name), _____(Designation) consequent upon my appointment as House Master w.e.f. _____do hereby undertake that I have gone through the guidelines of House System in Eklavya Model Residential Schools and has understood the spirit of the policy.

I do hereby undertake that I shall do my best to function as House Master in addition to my duties as PGT/TGT and look after the children in their best interest and as per the policy of the NESTS.

I am aware that my appointment as House Master is till further orders only.

Date : _____

Signature: _____

Name: _____

Designation PGT/TGT