

# नवोदय विद्यालय समिति

मानव संसाधन विकास मंत्रालय  
(स्कूल शिक्षा और साक्षरता विभाग)

भारत सरकार

ब्लॉक-15, इन्स्टीटयुशनल एरिया, सेक्टर-62, ग. ब. नगर, नोडा (उ.प्र.)-201309  
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# Navodaya Vidyalaya Samiti

Ministry of Human Resource Development

(Deptt. of School Education & Literacy)

Government of India

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F.2-4(2)/2016-NVS (E-III)

Dated / 16.11.2016

To

The Deputy Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices

**Sub: Duties and responsibilities of various teaching posts of Jawahar Navodaya Vidyalaya – Regarding.**

Sir/Madam,

A number of references from the Regional Offices as well as from the Navodaya Vidyalayas have been received about the duties and responsibilities of teaching staff of Navodaya Vidyalayas.

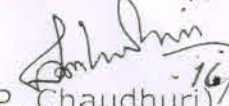
Taking all aspects into consideration, the duties and responsibilities of teaching staff of the Vidyalayas have been listed out in consultation with Administration and Academic wing and enclosed herewith for ready reference and records.

This may be brought to the notice of all the teaching staff of the vidyalayas suitable about the duties and responsibilities assigned to them.

This issues with the approval of Competent Authority.

Yours faithfully,

Encls:- As stated

  
(P. Chaudhuri) 16/11/2016

Assistant Commissioner (E-III)

Copy for information to:-

- 1.All the Principals of the Jawahar Navodaya Vidyalayas
- 2.All the Officers of the Headquarters office of the Samiti
- 3.PA to Commissioner, NVS
- 4.AC (E-1), NVS, Hqrs – for uploading website
- 5.Guard file

## NAVODAYA VIDYALAYA SAMITI

### Duties of teachers

#### I Duties as teacher

- 1 Normal teaching duties as allotted as per CBSE guidelines for completion of syllabus prescribed in different subjects.
- 2 Remedial/ Enrichment classes on rotation.
- 3 To upgrade the teaching methodology by optimum utilization of modern technology in day-to-day classroom teaching in the Vidyalaya campus.
- 4 Preparation of lessons by incorporating activities/ ICT.
- 5 Motivation of the students before the actual delivery of the lesson.
- 6 Linking the topic of the day with the previous knowledge of the students (Recapitulation)
- 7 Developing and using the relevant teaching aid for teaching learning process.
- 8 Usage of different methods and techniques of teaching.
- 9 Interaction with the students to induce curiosity, critical and analytical thinking, imagination and application of the concept taught.
- 10 Assigning activity/application based work/assignment beyond the book, with guidance to use various resources and keep a record of the work again.
- 11 Allotting sufficient home-work to the students and ensuring its timely evaluation.

#### II Academic Duties

- 1 Supervised study duties on rotation including Sundays and Holidays.
- 2 In-charges of Academic activities.
- 3 Contribution in the activities related to AEP and guidance & counselling.
- 4 Member of Subject Committee Meetings.
- 5 Maintaining records including CCE.
- 6 Peer Group assessment
- 7 Contribution towards NSS/NCC/Scout and Guide/CCA
- 8 Maintaining the Teacher's Diary regularly with the lesson plan.
- 9 Evaluation of both scholastic & co-scholastic of the students from time to time.



- 10 Conduct of regular meetings and discussing the methods to improve the performance of students in the concerned subject.
- 11 Identifying the students with different levels of learning capacity/behavior in order to motivate them to achieve according to their needs and abilities.
- 12 Collection and compilation information related to career and education from sources like newspapers, magazines etc. and display the same through charts, posters, and bulletin boards.
- 13 Organizing career melas, career exhibitions, counselling camps in the school.
- 14 Allotting project work, evaluating and recording the mark/grades.
- 15 Encouraging students to prepare and participate in exhibitions/ other examinations /competitions.

### **III Duties as Class Teacher**

- 1 Acting as Class Teachers, on need basis.
- 2 Appointing monitors for different duties.
- 3 Marking the attendance of the students in the class register.
- 4 Preparation of result of the students and intimation to the parents.
- 5 Creation of learning environment for the students by arranging to exhibit noble work of great personalities in the class room to inspire the students.
- 6 Class Teacher/Subject Teacher/HM/AHM shall hold regular meetings with parents during PTC meeting to keep them informed about the progress of their ward/wards.
- 7 Monitoring upkeep of Class room

### **IV Duties related to House System**

- 1 House Master/AHM duty on rotational basis for which additional honorarium is paid by the Samiti to the tune of Rs. 800/- for HM and Rs. 400/- for AHM per month respectively.
- 2 Performing duties as per NVS (Hqrs.) circulars No.
  - a. 13-32/87-NVS dated 31<sup>st</sup> July 1987
  - b. 25-5/99-NVS(Acad.) dated 29<sup>th</sup> March 2000
  - c. 25-5/99-NVS(Acad.) dated 26<sup>th</sup> February 2001
  - d. 2-18/2003-NVS(SA) dated 6<sup>th</sup> November 2003
  - e. Other relevant circulars issued by NVS.
- 3 To attend the house duties as per house system guidelines issued by the Samiti from time to time sincerely.

HM & AHM perform the following duties also.

- i. Ensuring safety and security of house students.
- ii. Ensuring the house attendance at various places as per the norms of Samiti.
- iii. Ensuring that students are provided with daily use items
- iv. Ensuring the proper maintenance of the dormitory.
- v. Taking care of sick students including their treatment, diet and stay in the hospital ,whenever required, in consultation with staff nurse.
- vi. Granting permission, after completing all necessary formalities, while the student is leaving JNV on permission/vacation.
- vii. Interacting with parents on the academic performance, behaviour and needs of the students.
- viii. Counselling the students for their better performance and behaviour.
- ix. Playing a vital role in the residential system as a foster parent in the areas of academics/ personality development/managing emotions/imparting life skills/physical and mental health.
- x. Preparing students for all co-curricular activities, sports and games, exhibitions and other activities

## V Other Duties

- 1 Bio data preparation and acting as Centre Level Observer (CLO) for JNVST and coordinating at the examination centres.
- 2 Acting as members of various Committees like VMC, PAC, PTC etc. and In-charges of various departments.
- 3 Since JNVs are residential schools, teachers are required to stay in the campus and required to attend different works related to residential components, for which 10% of pay is being paid by the Samiti as special allowance to the teaching staff.
- 4 Master on duty on working days and holidays on rotation.
- 5 Managing events for which the Teacher is appointed as coordinator.
- 6 Contribution towards guiding the students in Sports & Games.
- 7 Attending the morning assembly daily on time and address the students on areas like moral principles, social and environment issues, etc.
- 8 Attending the assigned duties punctually.
- 9 Discussion with students on various topics relevant to them.



- 10 Supervision of recreation activities of students
- 11 Participation in morning PT and Evening games
- 12 Checking truancy and long absenteeism among students.
- 13 Performing the escort duty assigned by the Superior Authority and to ensure safety and security of the students under his/her charge during the travel/ outside the JNV campus.
- 14 Performing the duties assigned by the Principal of the Vidyalaya from time to time in the interest of the Vidyalaya.
- 15 Undertaking condemnation of the unserviceable articles/equipment regularly, if the teacher is holding the charge of areas like Laboratory, sports equipments, musical instruments etc
- 16 Maintaining cleanliness and discipline in the campus.
- 17 Encouraging students to develop reading habits by consulting various journals, magazines etc.
- 18 Any other work assigned by the Samiti in the interest of the Samiti.