

ALL INDIA NAVODAYA VIDYALAYA STAFF ASSOCIATION (AINVSA)

(Regd No: K. 492/94)

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To
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Respected Sir

Sub: - Violation of the Section 27 of RTE Act – 2009 by NVS

The **All India Navodaya Vidyalaya Staff Association (AINVSA)** is a registered association representing over 80% of the teaching and non-teaching staff working in JNVs across the country. One of its objectives is to strive hard to work for an amicable solution for the problems faced by the teaching and non-teaching staff. It also aims at establishing a democratic ambience in the entire NVS system.

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The Section 27 of RTE Act 2009 states that teachers should not be assigned with non-academic work other than census, disaster relief work and election duties. Even the Supreme Court of India calls burdening teachers with non-academic work unconstitutional. The recent circular of CBSE from Secretary, CBSE dated 28-10-2006 also directs organizations like NVS, KVS and other schools affiliated to CBSE to comply with the RTE act and not to engage teachers in non-academic work in the context of the growing challenges for the teaching profession.

Secretaries

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RAVINDRA KUMAR

In this context, the Association would like to draw the attention of the CBSE to the non-academic work carried out by teachers of JNVs which has, unfortunately, has not come to light as JNVs are located in remote areas and remain cut off from the main stream society. The print and electronic media have also not brought to light the highhandedness of the management in thrusting all kinds of non-academic work on teaching and putting them to work from morning till late night 24X7 under the pretext of safety and security of children in co-educational residential schools.

Regnl.Org Secretaries

JYOTHY PANVAR
R.K. MAGARIA
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G.S.RATHORE

The Association would like to bring to your attention a few of the non-academic duties assigned officially by the management through various circulars from time to time and recently through Perspective Academic Planning, a manual published year after year. The very nature and number of duties are enough to show how tied up and pre-occupied are teachers working in JNVs with non-academic duties. There are still a large list of non-academic duties which some Principals make the teachers perform but the Association desists itself from mentioning them here.

Press Secretary

KT PRASAD

Treasurer

K MANJULA

The Non-academic duties forced on teachers as per PAP – 2016-17:

Sl.	Ref. to as per PAP (Page No.)	Non-Academic duty assigned to the teachers
1	23	While vice-principals are supposed to act incharge of Jawahar Navodaya Vidyalaya Selection Test and Lateral Entry Test for Admission in Class IX, teachers are usually entrusted with the mammoth responsibility on some pretext. The duties compel them to skip classes for many days. Any lapse in performing the duties will bring disrepute to the vidyalaya.
2	23	Though these duties are not pronounced in PAP, performing JNVST duties includes jobs like distributing JNVST prospectus-cum-application to the district/Tehsil/Mandal educational officers/heads of schools by the teachers
3	23	Receiving the filled-in applications by the teachers from the blocks for scrutinizing, preparation of bio-data forms, arrangement of hall tickets and sending them to the educational officers/schools. The staff are given Rs.3/- per application as scrutiny charges. The number of applications scrutinized by the teachers range from 200 to 1000. Nearly 7 working days are unofficially used to scrutinize applications, prepare bio-data forms and dispatch hall-tickets. For the last 30 years, NVS has found no cheaper means to get the scrutinizing work done. Receiving application on-line will be a sound alternative but it has not been tried for some unknown reasons.
4	23	Distribution/Receiving of JNVST confidential material.
5	23	Performing duties as Centre Level Observers. Nearly 3 days are lost in performing CLO duties.
6	23	Receiving various confidential and non-confidential packets from the examination centres.
7	23	Carrying JNVST/Lateral Entry Test confidential material from the centres to the collection centres.
8	26	Involving teachers in the Mess Committees. A teacher will act as mess-incharge. A few more teachers are appointed as mess committee members on a monthly basis. Their duties are to verify the quantity and quality of the provisions, vegetables, etc procured for the mess. They are accountable for the qualitative maintenance of the mess.
9	26	Appointment of teachers as HM/AHMs. The teachers are made accountable for the safety and security of the students by making them Housemasters/Housemothers (HMs). The total residential setup is the responsibility of 10 HMs and 10 Associate HMs. Their duties are non-academic. The teaching and residential duties are the like the two sides of coin for JNV teachers. NVS has its own constitution and it does not acknowledge the RTE Act – 2009. The non-academic burden, in fact, has won the

		staff the sympathy of the VI CPC and the teaching staff are being given 10% special allowance from 2006 onwards. The VI CPC has ignored this allowance and made no mention of it in its report.
10	26	Involving teachers in the M&R (Maintenance & Repair) Committees as incharges or members. Since the JNVs are residential and have dormitories and quarters for students and staff on the same campus, the maintenance and repairs committee plays an important role in the upkeep of the vidyalaya. 3 teachers are made the M & R Committee members officially every year.
11	78	The duties related the safety and security of students. These duties are like a Damocles sword hanging precariously over the head of the teachers. Every year a few teachers get suspended following the death/suicide of a student on their campus.
12	79	Fortnightly inspection of the dormitories, dining hall, toilet and bathroom blocks
13	79	Regular roll call and attendance by Housemaster twice daily
14	79	As Housemaster ensuring that the child is being provided medical treatment properly: Since the teachers are both teachers and HMs at the same time, it is their responsibility to give proper attention to the sick children. Teachers escort sick students to hospitals in case of emergency. Such medical emergencies may emerge any time either during instructional hours or non-instructional hours. It is also not strange to see teachers rushing to hospitals around midnight escorting a student.
15		Assigning the staff nurse duties to a teacher in the absence of the former. When a staff nurse is on leave or availing a weekly off (The poor staff nurses are not given weekly offs in some schools.), some teacher is forced to assume a part-time staff nurse role in addition to their academic duties.
16	81	Granting leave to children in the capacity of HM/AHM. The students approach their HMs for leave. This sometimes necessitates their waiting upon the parents. A considerable amount a teacher's time on a holiday is spent in meeting parents and answering their queries about health, food, studies, etc.
17	81	Counselling of children as HM/AHMs. It is a routine practice in many schools to devote nearly half an hour each day around 9.00 p.m. to listen to the students and counsel them. Though this practice is meant to facilitate good rapport between students and teachers, the routine nature of the work does no good to the students. Besides, attending students at such odd hours consumes a teacher's private time and leaves them exhausted by the time they return to their quarters. They do not find enough time to attend to their family members.
18	81	Maintenance of the family history record of the students as Housemaster/Associate. NVS has made a potpourri of duties assigned to teachers. What the teachers/class teachers are supposed to do becomes their duty as HMs/AHMs. For example, a Housemaster who does not handle classes IX and X are assigned the job of giving co-scholastic grades.
19	81	Granting permission as Housemaster to parents/visitors to visit students.
20	82	Ensuring that the students get their daily use items and all other assistances in time.
21	84	Maintenance of a registers by Housemothers to check the movement of workers

		to the girls' dormitories
22	86	ensuring effective serving of food under hygienic conditions and zero level wastage of food
23	86	Being a member of the Mess Committee or Mess-Incharge and attending the Mess Committee meetings
24	86	Being a member of the Verification Board and verifying the quality and quantity of every item that comes to the Store
25	89	Making HM personally responsible that boys/girls of his House take part in all Inter House CCA & sports/games activities in the Vidyalaya.
26	90	Proper management of the House with the help of an Associate Housemaster
27	90-91	<p>The duties of Housemaster</p> <p>(i) General duties</p> <ol style="list-style-type: none"> 1. A Housemaster/Mistress will exercise a benevolent fatherly/motherly influence on the students. 2. 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 local parent. 3. He/she will interact the students as frequently as possible and ensure that students speak to him/her without any fear in case of any problem. 4. He/she should be very affectionate and polite with the children and should avoid any physical punishment or scolding. 5. He/she will attend all sort of the well being, comfort and happiness of the students placed in his/her charge. 6. He/she will ensure to follow the instructions issued by NVS, regarding (House System) under supervision and guidance of the Principal 7. He/she will be very courteous to the parents and create a confidence in them that their child is living in very safe and secure environment. 8. Have periodical interaction with Parents on PTC day and inform about the Academic Progress health and conduct of the child. 9. To ensure that he/she is always impartial and fair equally to all the students of his/her House. 10. He/she will ensure proper medical treatment in case of students of his/her house is unwell as per Safety and Security guidelines. 11. To ensure preventive measures for Safety and Security of each child of his house at all times in accordance with the guidelines of the NVS under supervision and guidance of the Principal. 12. Interact with the children by providing regular Orientation on the important aspects of safety precautions, guidelines, and principles to be followed. 13. He/she must ensure and educate all the students in respect of their moral values, Correct behaviour, self-discipline, turn out and punctuality. 14. The Housemaster need to be cautious of his/her own conduct, behaviour, character, habits, punctuality and sense of moral values at all times as the children looks up to teachers as her/his role models. 15. Care has to be taken to ensure that the dormitories are comfortable, safe and students need to be made aware of their conduct rules and regulations they

		<p>expected to follow.</p> <p>16. To ensure proper assistance of Associate Housemaster/Tutors/Matron by dividing duties on rotation basis related to house activities with the approval of Principal.</p> <p>17. To brief Principal immediately in order to solve any problem of the house beyond his reach or domain.</p> <p>18. To inculcate a sense of pride, belongingness and a healthy house spirit among the students of his/her house.</p> <p>19. Carry out any other duty i.r.o. House system as assigned by the Principal.</p> <p>(Even after drafting these many duties, NVS fears that there might be some gaps and it now passes the whip to the Principals.)</p>
28	91-92	<p>The duties of Housemaster I</p> <p>(ii) Administrative duties</p> <p>1. 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 associated staff.</p> <p>2. To supervise that all basic facilities like water, electricity, fans, furniture and beddings are available in the house. In the event of any shortage or malfunctioning he/she must report to the Principal to rectify the problem area.</p> <p>3. Ensure proper maintenance of bath/toilets of the house. He/she should bring it to the notice of Principal immediately in case of any discrepancy.</p> <p>4. As a head of the house, he/she is responsible maintaining discipline in the house at all times.</p> <p>5. He/she ensures punctuality in the daily routine of the house from rouser to bedtime and in other organized activities.</p> <p>6. Assigning responsibilities to all students on rotation so as to enable them to develop organizational ability, self-confidence, and qualities of leadership.</p> <p>7. To ensure that under no circumstances house captains or senior students harass/rag juniors either in the house or in the school premises.</p> <p>8. 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.</p> <p>9. To supervise his/her house during meals in dining hall. He/she must educate table manners to all students in dining hall during meals.</p> <p>10. Arrange conduct of regular roll call in order to ensure the presence of the children in the house.</p> <p>11. 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.</p> <p>12. All cases of indiscipline and unhealthy behaviour of the students are dealt with appropriately in consultations/approval of Principal instead of giving harsh punishment.</p> <p>13. Arrange weekly/fortnightly house inspection of the Principal to assess the working of the house and motivate his team and wards.</p> <p>14. Ensure proper issue of articles to the children in time and its maintenance</p>

		<p>15. 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.</p> <p>16. To conduct meetings of the House as and when necessary but at least one meeting in a fortnight.</p> <p>17. To keep leave and sick record of all the students of his/her house.</p> <p>18. He/she will ensure that the wards look after their cupboards and keep their clothes and belongings in a neat and orderly manner.</p> <p>19. To ensure that the students emphasize on personal hygiene and cleanliness, takes regular bath and hair cut, and clean uniform while in school.</p> <p>20. He/she will supervise that all students get up and sleep on time.</p> <p>21. 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.</p> <p>22. Rounds are carried out even after the lights are off so as to ensure security and to keep the wards away from mischief.</p> <p>23. All hostel activities will go under his/her active supervision under control of the Principal.</p> <p>Can a teacher perform these many duties in addition to his academic work?</p>
29	92	<p>The duties of Housemaster</p> <p>(iii) Academic:</p> <p>(It is clear that NVS knows that certain duties are non-academic. The duties mentioned under 'Academic' highlight the demands made on teachers by NVS. Even the parents of day school students might not be able to perform these many duties.)</p> <ol style="list-style-type: none"> 1. To keep an eye on the academic performance of the weak students of his/her house. 2. Coordinate/interact with tutorial incharge/subject teachers to look after the pupils academic performance of his/her house. 3. To ensure smooth conduct of self-study in the dormitory. 4. To provide help in reading, writing, homework, projects carried out by the students with the active support of tutors/Associate House Masters. 5. Counsel and guide the students regarding their performance in academic and co-curricular areas. 6. Interact and inform the parents about academic performance of the child on PTC Day. 6. To encourage bright students to help weak students of the house/class. 7. Inform Principal in case any child of his/ her house need special attention for academic improvement. 8. To ensure that the child attends the classes regularly. 9. To ensure availability of textbooks, note books and other stationery items to the children of his/her house. 10. To ensure that the children of his/her house attends library regularly so as to promote reading habits/skills and also to ensure to refer literature/reference books as per his/her requirement.

		<p>11. To keep a close eye on the progress chart of the children going to write CBSE Exam (X & XII) and fortnightly interaction with the subject teachers for remedial teaching, if need arises.</p> <p>Can a teacher perform these many duties in addition to their routine classroom work?</p>
30	92 & 93	<p>Duties of Associate Housemasters</p> <ol style="list-style-type: none"> 1. To assist the housemaster in maintaining discipline 2. To plan, prepare the students and conduct activities inside and outside the Vidyalaya campus. 3. To discharge the duties of the housemaster when he is on leave or away on duty. 4. To strive to know each students of the house individually and assist him in the development of his character and personality. 5. To provide academic assistance to students to help them improve their academic standards. 6. To visit the house at least twice a day in arrangement with other colleagues to help the students maintain higher standards in cleanliness and hygiene. 7. To maintain the records of students assistance and issue 8. To check-up if all the assignment given to the child are completed on day-to-day basis. 9. To attend morning PT and evening games depending upon availability of the House Master 10. To organize house meeting and competitions. 11. To conduct regular round in consultation with the house master 12. To ensure a smart turn out of children in house 13. To take round of house after the lights are off 14. To take lunch with the children of their respective house 15. Any other duty i.r.o. House system as assigned by the principal
31	93	<p>Maintenance of the following register by a teacher in the nomenclature of Housemaster</p> <p>(a) Student's Profile: This consists of the bio-data of the students.</p>
		<p>(b)Attendance Register: Every HM is expected to maintain an attendance register. Leave may be granted to a child on ill health/ other emergency. A 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.</p>
		<p>(c)Movement Register: All the movements of the students such as going on a leave, going on vacations and breaks, going on duty must be maintained in the house register.</p>
		<p>(d) House Meeting Register: Every House will have a house meeting register. Every house master is expected to conduct house meetings along with the associates. The minutes of the house meeting will be registered. The resolutions taken, the progress, shortcomings must be discussed and strategies must be</p>

		<p>made. All the house meetings are held in a democratic manner giving importance to the ideas of the main stake holders.</p> <p>(Though the Principals are supposed to conduct monthly meetings with teachers, many do not conduct regular meetings. In the meetings conducted by most Principals, there has been no tradition of 'giving importance to the ideas of the main stake holders. They are simply not democratic.)</p>
		<p>(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 transmitted to the Parents on the Parents day.</p>
		<p>(f)Counseling Register: This register is to be maintained to keep a track on the change in the behaviour of that particular inmate to whom some counselling is given. Any abnormal behaviour on the part of the student must be handled carefully and the same may be entered.</p> <p>(The teachers are not trained counsellors yet they are expected to perform the job of a counsellor.)</p>
	94	<p>(g)Activities & Achievements Register: This register records all the achievements of the house inmates in various activities like CCA, Games & Sports, Scouts and Guides , NCC etc.</p>
	94	<p>(h) Anecdotal: As per the new CCE of the CBSE, an anecdotal record has to be maintained by the House Master/Mistress and they are responsible for the filling up of Part: 2A Life skills 2DAttitudes and values, 3A organisational skills.</p> <p>(It is not unusual to find a teacher not handling classes IX and X being forced to maintain anecdotal records. So we should not expect them to do such unfamiliar tasks satisfactorily.)</p>
32	136	<p>Duties and Responsibilities as Master on Duty:</p> <p>The Master on Duty will submit the report to the Principal in the prescribed format before Morning Assembly on the next day.</p> <ol style="list-style-type: none"> 2. He / She (MOD) will start with arouser and end duties with light off at night. 3. He / She will supervise the arrangements at the time morning assembly & all Vidyalaya functions. 4. He / She will ensure that all students behave properly during school functions. 5. He / She will supervise all the meals & refreshments. 6. He / She will supervise all roll calls. If any student is missing, will immediately report to the concerned house master & Principal. 7. He / She will be present on the ground during morning PT & Evening Games. 8. He / She will enquire about sick students from the staff nurse of the Vidyalaya. 9. He / She will verify attendance of the students during afternoon remedial & evening supervised classes. 10. He / She will ensure punctuality of all school activities. 11. He / She will report any damage to the school property to Principal, if noticed on the day of duty. 12. He / She will report about indiscipline or serious incidents to the Principal, if any, noticed on the day of duty. 13. He / She will ensure that drinking water arrangements in the academic block

		<p>& hostels are available.</p> <p>14. He / She will make suggestions in all school activities based upon his / her observations.</p> <p>15. He / She will be easily available all the time & should not leave the campus without permission.</p> <p>Note:-</p> <p>1. Any untoward incident or any other matter requiring immediate attention of the Principal should be brought to his notice without any delay.</p> <p>2. If duty officer is not able to perform duties on the prescribed day, he/she will inform the Principal well in time.</p> <p>3. MOD will receive the attendance details from the respective in-charges and report to Principal.</p> <p>(All MOD duties are non-academic without a second thought. There are a large number of residential school in India and abroad that are run effectively without assigning such strenuous duties to the teachers.)</p>
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The different duties mentioned above make it clear that NVS teachers are burdened with non-academic work. Hence, we request the CBSE to intervene and see that its instructions of exempting the teachers from non-academic work are strictly followed. It is not excusable on part of a reputed organization like NVS to go all out against the constitutional dictates and load teachers with unjustifiable work load. It must not be allowed to run its own constitution.

Thanking you.

Yours sincerely

Jagdish Rai

President

L.B.Reddy

General Secretary

Copies submitted to:

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2. Secretary, Dept of School Education and Literacy, Govt. of India, Shastri Bhawan, New Delhi.
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4. All the members of CAGE Committee.
5. Director, NCERT, Aurobindo marg New Delhi.
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