



F.No 26-1/2016-NVS (Trg)

Dated : 24 .03.2017

1. The Deputy Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices
2. The Director  
All Navodaya Leadership Institutes
3. The Principal  
All Jawahar Navodaya Vidyalayas

**Sub:- Training Calendar for the year 2017-18- reg.**

Sir/Madam,

The Annual Training Calendar of Samiti for the year 2017-18 has been prepared and a copy is enclosed for your ready reference.

In this regard, following points may please be noted:

1. Nominations for specialized training programmes included in Part- A would be made by Training Wing at NVS(HQ) after getting the nominations from all regions.
2. Since Samiti is spending considerable amount on training of teachers and staff, it must be made mandatory for all nominated candidates to attend the training. If any staff represents for exemption from the scheduled training, he/she has to represent well in advance to the Competent Authority, the same may be considered by the competent authority and replacement may also be arranged by the same office. In respect of staff upto PGTs, Principals have to recommend the case with justification to the cluster in charge, who may be the competent authority to replace the participant. In respect of Principal and Vice Principal, the recommendation is to be sent by the Cluster-in-charge to the Deputy Commissioner who will be the competent authority to replace the trainee on need basis. The exemption is only about the schedule, the individual has to commit for immediate next round of training and necessary arrangement to be made accordingly.
3. All such correspondences are to be made through e-mail only, to save time as well as to plan for replacement. However these mails may be confirmed later on. This is applicable only when the intimation is given by the staff well in advance with supporting documents.
4. In respect of staff who absent themselves from the training without any intimation, disciplinary action deemed fit may be initiated by the Competent Authority and financial loss to the Organization may be recovered from them with the approval of Deputy Commissioner, Regional Office.
5. Training programme in part- B would be organized by Navodaya Leadership Institute. Nomination would be submitted to concerned NLI by the Regional Offices with the contact details of trainees.
6. Training Programme in Part – C would be organized by Regional Offices. Nomination of participants for these programmes may be made in consultation with Principals of the Vidyalayas.

7. Regional Offices may conduct other need based Training Programme for teaching & non-teaching staff in addition to the programme mentioned in Part- C. However, training programme scheduled for NLI may not be repeated by Regional Offices.
8. It would be necessary to nominate officials for various training programmes at least one month in advance so that the candidate can make necessary arrangements.
9. The instructions for participants issued from NLI should be conveyed to them by RO well in advance through e-mail.
10. Trainees should not report at NLI/venues along with their spouses and children as no accommodation and other arrangements for their family members are available at NLI additionally. In case trainees report with family at NLI, they will not be allowed to attend the training. However, required support in respect of severely disabled trainees will be worked out by NLI on case to case basis.
11. The impact of training and training needs should be collected from JNVs during the visit of Deputy Commissioner / Asstt. Commissioner & conveyed to NLI.
12. The training programme should be evaluated at different stages during and after the training. The common stages are : pre training evaluation, on going evaluation during the programme, post training evaluation and follow up after the training in the field situation.
13. Training programme wise anticipated expenditure are to be forwarded in respect of trainings at NLI to the training wing of NVS(Hqrs.) before organizing the training programme.
14. A list of proposed resource persons may be prepared and be placed on Website after wider consultation.
15. After the conduct of training programme, brief course report having content as per annexure 'A' is to be submitted to training Wing of NVS HQ only in soft copy within 10 days.
16. Course report of every training should be prepared and placed on the Website.
17. Entire correspondence in respect of training should be maintained on e-mail only.

All training programmes may be organized as per this Training Calendar. Any change in the schedule of any programme may be made only with prior approval of Training Wing of NVS (Hqrs).

This issues with the approval of the Competent Authority.

Yours faithfully.



**(Gynendra Kumar)**  
**Assistant Commissioner (Trg)**

**Encl: As above**

**Copy to:-**

1. The Assistant Commissioner (IT), NVS HQ - for uploading the same on the official Website of the Samiti
2. The Assistant Commissioner(E-I) NVS HQ – with the request to provide list of newly recruited staff with place of posting Region wise.

**Assistant Commissioner (Trg)**

**TRAINING CALENDAR 2017-18**

**SPECIALIZED TRAINING PROGRAMMES TO BE CONDUCTED BY NVS, HQRS. LEVEL  
DURING THE SESSION 2017-2018**

Sl. No.	Name of the Agency	Course Topics	No of days	No of Programme	Month	Venue	No. of participants	For whom
1.	ISTM, New Delhi	RTI & Disciplinary Proceedings	05	02	April/ May, 17	ISTM, New Delhi	25+25	Principals/ ACs
2.	ISTM New Delhi	Financial & Service Rules	05	01	May, 17	ISTM, New Delhi	25	Principals
3.	ISTM, New Delhi	RTI/Service Rules	05	01	To be decided	ISTM, New Delhi	25	SO/Assistant of RO & HQ
4.	IIPA, New Delhi	DTS	05	01	To be decided	IIPA, New Delhi	25	Principals/ Vice Principal
5.	IIPA, New Delhi	Behavioral Skills	05	01	To be decided	IIPA, New Delhi	25	Principal/ Vice Principal
6.	IIPA New Delhi	Good Governance	05	01	To be decided	IIPA, New Delhi	25	ACs/DCs
7.	Kaivalyadhama	Yoga	10	02	To be decided	Kaivalyadhama	30+30	Principals/ Acs
8.	Kaivalyadhama	Physical Education	10	04	To be decided	Kaivalyadhama	40+40+40+40	PETs
9.	Indian Institute of Science, Kudapura Chitradurg	Content Enrichment Prog. Physics, Chemistry, Maths & Biology	10	04	To be decided	Indian Institute of Science, Kudapura Chitradurg	65+65+65+65	PGT Physics, Chemistry, Maths & Biology
10.	RIMSE, Mysore	Value Education	10	03	To be decided	RIMSE, Mysore	50+50+50	Office Supdts/ Asstt. (HQ/RO); Principal/ ACs; Vice Principal
11.	NIPCCD New Delhi	Safety & Security of girl children	05	04	To be decided	To be decided	40+40+40+40	Vice Principal & House Mistress
12.	NCERT New Delhi	Content Enrichment Prog. In Economics	10	01	To be decided	NCERT New Delhi	40	PGT(Eco)
13.	Ramakrishna Mission, New Delhi	Value Education	02	24	April to June, 2017	To be decided at RO level	40 each (950)	2 TGTs from each selected 475 JNVs
14.	Centre for Science & Environment, New Delhi	Green School Programme	02	04	May, 2017	NLI, NVS HQ, NOIDA	50 each (200)	Principal & 01 teacher from 50 JNVs

**Training Calendar For NLI Session - 2017-18**

Sl. No.	NAME OF THE COURSE	No. of Days	No. of Participants	DURATION		Venue NLI	Remark
				From	To		
1	Orientation course for Youth Parliament competition	02	50	06-04-17	07-04-17	Noida	
			50	27-04-17	28-04-17	Ranga Reddy	
2	Induction Course for newly recruited Principals	21	56	17-04-17	07-05-17	Noida	
3	CSE Green School Programme	2	50	08-05-17	9-5-17	Noida	
			50	11-05-17	12-5-17	Noida	
			50	15-05-17	16-5-17	Noida	
			50	18-05-17	19-5-17	Noida	
4	Training course on Guidance & Counselling for Vice-Principals(who have not attended during last three years)	5	40	17-04-17	21-04-17	Goa-1	Pune-20, Lko-20
			40	17-04-17	21-04-17	Renga Reddy	Bhopal-20, Shillong-20
			40	17-04-17	21-04-17	Guntur	Hyd-20, Patna-20
			40	17-04-17	21-04-17	Chandigarh	Chd-20, Jaipur-20
5	Induction course for TGTs	21	42	10-05-17	30-05-17	Goa -1	Maths
			48	11-05-17	31-05-17	Goa -2	Maths
			44	10-05-17	30-05-17	Amritsar	Hindi
			49	10-05-17	30-05-17	Guntur	Maths
			39	10-05-17	30-05-17	Puri	English
			44	10-05-17	30-05-17	Udaipur	Hindi
6	Induction course for PGTs		38	17-05-17	06-06-17	Ranga Reddy	Biology
			38	17-05-17	06-06-17	Kamrup	Economics
			52	19-05-17	08-06-17	Chandigarh	Commerce
7	Orientation Course for newly promoted Vice-Principals	15	30	07-06-17	21-06-17	Noida	
8	Induction course for TGTs	21	36	07-06-17	27-06-17	Goa -1	Science
			36	08-06-17	28-06-17	Goa-2	Science
			34	07-06-17	27-06-17	Amritsar	Social Science
			34	07-06-17	27-06-17	Guntur	Social Science
			40	07-06-17	27-06-17	Udaipur	Gujrati-16, Marathi-9, Urdu-15
			40	07-06-17	27-06-17	Puri	Bengali
9	Induction course for PGTs	21	37	14-06-17	04-07-17	Chandigarh	Economics
			45	14-06-17	04-07-17	Ranga Reddy	Chemistry
			37	14-06-17	04-07-17	Kamrup	Economics
10	Induction course for TGTs	21	45	05-07-17	25-07-17	Goa-1	Librarians
			50	06-07-17	26-07-17	Goa-2	Art
			40	14-07-17	03-08-17	Amritsar	PET(F)
			38	12-07-17	01-08-17	Guntur	Telgu-4, Tamil-1, Oriya-20, Malyalam-5, Kannada-8

			32	12-07-17	01-08-17	Udaipur	Punjabi-15, Urdu-12 & Napali-5
			45	12-07-17	01-08-17	Kamrup	Bengali-21, Bodo-7, Garo-7, Khasi-5, Mizo-5
11	Induction Course for PGTs	21	45	12-07-17	01-08-17	Chandigarh	Geography
			40	12-07-17	01-08-17	Ranga Reddy	Physics
			39	12-07-17	01-08-17	Noida	Maths
			45	12-07-17	01-08-17	Puri	History
12	Induction Course for TGTs	21	40	18-08-17	07-09-17	Amritsar	PET(F)
			41	03-08-17	23-08-17	Guntur	Music
			40	17-08-17	06-09-17	Kamrup	Assemese
			39	02-08-17	22-08-17	Goa-1	PET(M)- 28,PET(F)-11
			40	03-08-17	23-08-17	Goa-2	English
13	Induction Course for PGTs	21	40	17-08-17	06-09-17	Ranga Reddy	IT
			40	17-08-17	06-09-17	Chandigarh	Physics
			36	17-08-17	06-09-17	Puri	History- 25,Geo-11
			45	17-08-17	06-09-17	Noida	Chemistry
14	Induction course for TGTs	21	42	14-09-17	04-10-17	Goa -1	Maths
			48	14-09-17	04-10-17	Goa -2	Maths
			40	14-09-17	04-10-17	Amritsar	English
			40	14-09-17	04-10-17	Guntur	English
			44	14-09-17	04-10-17	Udaipur	Hindi
15	Induction Course for PGTs	21	39	14-09-17	04-10-17	Puri	Hindi
			39	27-09-17	17-10-17	Chandiagr	Hindi
			39	27-09-17	17-10-17	Ranga Reddy	Maths
			32	27-09-17	17-10-17	Kamrup	Phy-22,IT-10
			38	25-10-17	14-11-17	Ranga Reddy	English
			39	25-10-17	14-11-17	Kamrup	Biology
			38	25-10-17	14-11-17	Chandigarh	English
			39	25-10-17	14-11-17	Noida	Maths
16	Orientation course for newly promoted Principals	15	30	3-10-17	17-10-17	Noida	
17	Classroom Management for TGTs	5	40	9-10-17	13-10-17	Goa-1	Pune
			48	9-10-17	13-10-17	Goa-2	Bhopal
			48	9-10-17	13-10-17	Amritsar	Chd
			48	9-10-17	13-10-17	Puri	Patna-24 & Shillong-24
			40	9-10-17	13-10-17	Guntur	Hyd
			48	9-10-17	13-10-17	Udaipur	Jaipur-24& Lko-24
			40	23-10-17	27-10-17	Goa-1	Pune
			48	23-10-17	27-10-17	Goa-2	Bhopal
			48	23-10-17	27-10-17	Amritsar	Chd
			48	23-10-17	27-10-17	Puri	Patna-24 & Shillong-24
			40	23-10-17	27-10-17	Guntur	Hyd
			48	23-10-17	27-10-17	Udaipur	Jaipur-24& Lko-24
18	Classroom Management for TGTs	5	40	06-11-17	10-11-17	Goa-1	Pune
			48	06-11-17	10-11-17	Goa-2	Bhopal
			48	06-11-17	10-11-17	Amritsar	Chd
			48	06-11-17	10-11-17	Puri	Patna-24 & Shillong-24
			40	06-11-17	10-11-17	Guntur	Hyd
			48	06-11-17	10-11-17	Udaipur	Jaipur-24& Lko-24

			40	20-11-17	24-11-17	Goa-1	Pune
			48	20-11-17	24-11-17	Goa-2	Bhopal
			48	20-11-17	24-11-17	Amritsar	Chd
			48	20-11-17	24-11-17	Puri	Patna-24 & Shillong-24
			40	20-11-17	24-11-17	Guntur	Hyd
			48	20-11-17	24-11-17	Udaipur	Jaipur-24& Lko-24
19	Orientation Course for newly Promoted PGTs	15	50	21-11-17	05-12-17	Noida	Hindi
			18	21-11-17	05-12-17	Chandigarh	History
			25	21-11-17	05-12-17	Ranga Reddy	Biology
			37	21-11-17	05-12-17	Kamrup	Maths
			16	08-12-17	22-12-17	Kamrup	Geography
			54	08-12-17	22-12-17	Chandigarh	English
			41	08-12-17	22-12-17	Ranga Reddy	Physics
			35	08-12-17	22-12-17	Noida	Chemistry
20	Training programme on Guidance & Counselling for HM(Male)	5	40	4-12-17	8-12-17	Goa-1	Pune
			48	4-12-17	8-12-17	Goa-2	Bhopal
			48	4-12-17	8-12-17	Amritsar	Chd
			48	4-12-17	8-12-17	Puri	Patna-24 & Shillong-24
			40	4-12-17	8-12-17	Guntur	Hyd
			48	4-12-17	8-12-17	Udaipur	Jaipur-24& Lko-24
21	Training programme on Guidance & Counselling for HM(Female)	5	40	18-12-17	22-12-17	Goa-1	Pune
			48	18-12-17	22-12-17	Goa-2	Bhopal
			48	18-12-17	22-12-17	Amritsar	Chd
			48	18-12-17	22-12-17	Puri	Patna-24 & Shillong-24
			40	18-12-17	22-12-17	Guntur	Hyd
			48	18-12-17	22-12-17	Udaipur	Jaipur-24& Lko-24
22	Training programme on Guidance & Counselling for HM(Male)	5	40	01-01-18	05-01-18	Goa-1	Pune
			48	01-01-18	05-01-18	Goa-2	Bhopal
			48	01-01-18	05-01-18	Amritsar	Chd
			48	01-01-18	05-01-18	Puri	Patna
			40	01-01-18	05-01-18	Guntur	Hyd
			48	01-01-18	05-01-18	Udaipur	Jaipur
			40	01-01-18	05-01-18	Chandigarh	Lko
			48	01-01-18	05-01-18	Noida	Lko
			40	01-01-18	05-01-18	Ranga Reddy	Bhopal
			48	01-01-18	05-01-18	Kamrup	Shillong
23	Training programme on Guidance & Counselling for HM(Female)	5	40	15-01-18	19-01-18	Goa-1	Pune
			48	15-01-18	19-01-18	Goa-2	Bhopal
			48	15-01-18	19-01-18	Amritsar	Chd
			48	15-01-18	19-01-18	Puri	Patna
			40	15-01-18	19-01-18	Guntur	Hyd
			48	15-01-18	19-01-18	Udaipur	Jaipur
			40	15-01-18	19-01-18	Chandigarh	Lko
			48	15-01-18	19-01-18	Noida	Lko
			40	15-01-18	19-01-18	Ranga Reddy	Bhopal
			48	15-01-18	19-01-18	Kamrup	Shillong
24	Capacity building programme for UDC & LDC of RO & Hqrs.	5	40	29-01-18	02-02-18	Goa-1	All ROs & Hqrs.
25	Capacity building programme for Staff Nurse (who have not attended the course during 2016-17)	5	48	29-01-18	02-02-18	Goa -2	Lko-24, Bhopal-24
			48	29-01-18	02-02-18	Amritsar	Chd.-24, Jaipur-24

			40	29-01-18	02-02-18	Guntur	Hyd-20, Pune-20
			48	29-01-18	02-02-18	Puri	Shillong-24, Patna-24
26	Capacity building programme for Librarians (who have not attended the course during 2016-17)		48	29-01-18	02-02-18	Udaipur	Jaipur-24, Bhopal-24
			40	29-01-18	02-02-18	Ranga Reddy	Hyd-20, Pune-20
			48	29-01-18	02-02-18	Kamrup	Shillong
			40	29-01-18	02-02-18	Chandigarh	Chandigarh
			48	29-01-18	02-02-18	Noida	Lko-24, Patna-24
27	Training programme on Guidance & Counselling for Staff Nurse	5	40	12-02-18	16-02-18	Goa-1	Pune
			48	12-02-18	16-02-18	Goa -2	Bhopal
			48	12-02-18	16-02-18	Amritsar	Chd
			40	12-02-18	16-02-18	Guntur	Hyd
			48	12-02-18	16-02-18	Puri	Patna
			48	12-02-18	16-02-18	Udaipur	Jaipur
			40	12-02-18	16-02-18	Ranga Ready	Bhopal
			48	12-02-18	16-02-18	Kamrup	Shillong
			40	12-02-18	16-02-18	Chandigarh	Lko-20, Patna-20
48	12-02-18	16-02-18	Noida	Lko			
28	Orientation course for newly promoted/recruited Assistant Commissioners	5	15	19-02-18	23-02-18	Noida	ROs/Hqrs

**Note :**

1. Goa-1 is old campus and Goa -2 is new campus of NLI, Goa.
2. Chandigarh is the sub campus of NLI Amritsar.

**Training Calendar For Regional Offices Session - 2017-18**

S. No.	NAME OF THE COURSE	No. OF DAYS	DURATION	No. OF PARTICIPANTS	REMARKS
01	21 days Induction Programme for PGTs who have not undergone any Induction course in their entire service.	21 days	May/June, 2017	40 x 8=320	
02	21 days Induction Programme for TGTs who have not undergone any Induction course in their entire service	21 days	May/June, 2017	40 x 8=320	
03	21 days Induction Programme for Misc. Teachers (Art, Music, PET, SUPW, Librarian) who have not undergone any Induction course in their entire service.	21 days	May/June, 2017	40 x 8=320	
04	Refresher Course for Music teachers	05 days	Autumn Break	40 x 8=320	To be tied up with reputed Institutes
05	Refresher Course for Art teachers	05 days	Dec./Jan. 2018	40 x 8=320	To be tied up with reputed Institutes
06	Refresher Course for PETs	05 days	Dec.2017/ Jan.2018	40 x 8=320	To be tied up with reputed Institutes like SAI
07	Refresher Course for Office Superintendents	05 days	Open	40 x 8=320	
08	Refresher Course - UDC	05 days	Autumn Break	40 x 8=320	
09	Refresher Course LDCs/Store Keepers	05 days	Autumn Break	40 x 8=320	
10	Refresher Course for Catering Assistants	05 days	Open	40 x 8=320	To be tied up with reputed Institutes
11	Refresher Course Lab Attendants	05 days	Autumn Break	40 x 8=320	
12	Refresher Course for Cooks	05 days	Autumn Break	40 x 8=320	
13	Refresher Course for Mess Helpers	05 days	Autumn Break	40 x 8=320	
14	Sensitization programme on safety measures for Chowkidars	03 days	Open	40 x 8=320	
15	Sensitization programme on safety measures for Sweeper cum Chowkidars	03 days	May/June, 2017	40 x 8=320	

**Note :** Refresher courses is to be attended by those participants who have not attended the same during last three years.



**CONTENTS OF THE COURSE REPORT**

- Brief Report from course Director.
- Design of training stating introduction, training objectives & methods used.
- Work schedule indicating date, slot, name of topic, strategy used along with name of trainer.
- Daily schedule.
- List of participants.
- List of Resource Person with their designation, contact number & addresses.
- Gist of activities conducted.
- Gist of Pre-training assessment.
- Post training assessment.
- Suggestive actions to be taken, if any, based on feedback from trainees & trainers.
- Group photograph.