



REGULATORY GUIDELINES FOR HOSTELS OF EDUCATIONAL INSTITUTIONS FOR CHILDREN



Education Division
National Commission for Protection of Child Rights

CONTENTS

S. No.	Chapter	Page
<i>Preface</i>		4
<i>Acknowledgement</i>		6

CHAPTER I

INTRODUCTION

1.	Title and Scope of the Guidelines	7
2.	Definitions	7

CHAPTER II

REGISTRATION FOR ESTABLISHING OR REGULATING HOSTELS OF EDUCATIONAL INSTITUTION FOR CHILDREN

3.	Establishment of Hostel.....	8
4.	Procedure of registration	9
5.	Grant of Certificate of Registration.....	9
6.	Procedure for Granting Certificate of Registration.....	9
7.	Procedure for Closure.....	10
8.	Power to Withdraw Registration.....	10
9.	Procedure to Withdraw Registration.....	11
10.	List of Hostels.....	11
11.	Admission in Hostels.....	11
12.	Fees.....	12

CHAPTER III

MANAGEMENT OF HOSTEL

13.	Hostel Staff.....	12
14.	Children-Warden Ratio.....	13
15.	Duties and Responsibilities.....	13
15.1	Hostel Superintendent.....	13
15.2	Hostel Warden.....	14
16	Management Committee of Hostel.....	14

CHAPTER IV

NORMS AND STANDARDS

17.	Norms and Standards.....	15
	1. Physical Infrastructure.....	15

2. Minimum Standards for Clothing, Bedding, Toiletries and other Articles.....	17
3. Sanitation and Hygiene.....	19
4. Daily Routine.....	20
5. Nutrition and Diet Scale.....	20
6. Mental Health	23
7. Recreational Facilities.....	24

CHAPTER V

MONITORING & REDRESSAL OF GRIEVANCES

18. Monitoring and Redressal of Grievances.....	24
---	----

CHAPTER VI

ACCOUNTS AND AUDIT

19 Accounts and Audit.....	25
----------------------------	----

CHAPTER-VII

MISCELLANEOUS

22. Directions of the Appropriate Government	25
23. Appeal.....	26

APPINEX

1 Appidex-I.—(Form-I) Self-Declaration-Cum-Application For Grant of Registration of Hostel.....	27
2 Appendix-II (Form –II)—Visit Format for Grant of Registration of Hostel.....	31
3 Appendix-III- Check-list on Safety & Security of Children in Hostel.....	34
4 Appendix IV--_Registration Certificate format for the Hostel.....	42

Preface

The Constitution of India guarantees equal rights to all its citizens including children irrespective of gender, age, physical and mental status. But considering the vulnerability of children, the constitution has specific Articles for them. Some of them concerning the right to Development of children are as follows;

Article 39 (f) of the Constitution of India states that children are to be given opportunities and facilities to develop in a healthy manner and in conditions of freedom and dignity and that childhood and youth are to be protected against exploitation and against moral and material abandonment.

Article 46 of the Constitution of India provides, "The State shall promote with special care the educational and economic interest of the weaker sections of the people, and in particular, of the Scheduled Castes and the Scheduled Tribes, and shall protect them from social injustice and all forms of exploitation."

The Constitution (Eighty-sixth Amendment) Act, 2002 inserted Article 21-A in the Constitution of India to provide free and compulsory education of all children in the age group of six to fourteen years as a Fundamental Right in such a manner as the State may, by law, determine.

To give effect to these Articles several legislations have been enacted. The RTE Act, 2009, The Juvenile Justice (Care and Protection of Children) Act, 2015, Protection of Children Against Sexual Offences, 2012 etc are prominent. These Acts guarantee the rights of children in the form of benefits and entitlements which are applicable for all the children across the country in a uniform manner without any discrimination.

In this regard, to ensure quality education of children, the Government (Centre and State) have initiated various schemes for establishment of hostels for promoting education in all areas and habitations of the country. In addition, there are private initiatives in providing residential educational facilities for children. There is a need to obtain uniformity in norms and standards of facilities within such institutions which are managed by different departments/schemes/programmes and projects of government sector and institutions of private sector.

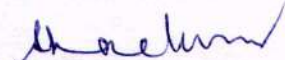
These Hostels are currently part of certain government systems/schemes and maybe following norms and standards laid down by their respective schemes or privately owned. Different Rules and regulations result in lack of uniformity.

Juvenile Justice (Care and Protection of Children) Act, 2015 and its Rules, 2016 has documented the norms and standards of facilities for well-being of children in case of children residing in child care institutions in need of Care and Protection. These Rules have been framed and notified after in-depth research and analysis and wide consultations. However, management of hostels does not fall under purview of Juvenile Justice (Care and Protection of Children) Act, 2015. But, the facilities for ideal living conditions in hostel, individual entitlements for ideal living conditions in hostel for children need to be elucidated in a very clear manner to ensure a safe and secure childhood especially even when the children are not residing with their parents.

Under Section 13 (1) (a) of CPCRA Act, 2005, the NCPCR has been mandated to (a) examine and review the safeguards provided by or under any law for the time being in force for the protection of child rights and recommend measures for their effective implementation; and U/s 13 (1) (k) the Commission is mandated to such other functions as it may consider necessary for the promotion of child rights and any other matter incidental to the above functions.

Keeping above in view, the Commission has developed the 'Regulatory Guidelines for Hostels of Educational Institutions for Children' with the objective to ensure safety and security of children and their rights in hostel premises. The guidelines cover all aspects of a child's need especially when he/she is alone and far from parental care.

I hope these guidelines will prove a useful tool for concerned departments and stakeholders to understand and play their role effectively for better care and protection of children.



(Stuti Kacker)

Chairperson-NCPCR

24. 1. 2018

Acknowledgements

Hostels of Educational Institutions for Children remained an unregulated space uptill today. Several instances have been reported to the Commission regarding violation of the rights of children with regards to their entitlements due to them in hostels for the purpose of education. There are various hostels running under various schemes of the Government and privately run educational institutions. Fees are either being charged by the stakeholders in some hostels or services are offered on charity basis in some. There has been lack of uniform regulation in functioning of hostels for the purpose of Education across the country.


National Commission for Protection of Child Rights had entrusted the responsibility on me as Member to realize this vision. I am satisfied that inputs have been provided by various concerned government and non government bodies on the draft guidelines before finalizing it. I am hopeful that these regulatory guidelines shall be of much help and use to bring uniformity in regulating hostels of educational institutions, both in government as well as private institutions from elementary education to higher levels.

I am also hopeful that these guidelines shall bring uniformity in hostels under various schemes and programs of State Governments as well. The said guidelines shall be of use while formulation of any new schemes for provisioning hostels for children upto 18 years of age by the Government (both Centre and State) and while amending any existing schemes, program, guidelines w.r.t hostels of children for educational institutions.

In formalizing the vision of the Commission for formulating these guidelines, I extend my gratitude to Smt. Stuti Kacker, Chairperson of the Commission for guiding and supporting me. I also wish to extend my sincere thanks to the Members of this Commission Shri Yashwant Jain and Smt. Rupa Kapoor for giving their valuable inputs.

I extend my thanks to all the stakeholders who made their contribution by providing their suggestions and comments to make these guidelines robust and comprehensive.

I extend my special thanks to Shri Paresh Shah, Technical Expert (Education), NCPCR for his painstaking efforts in organizing content with me and giving the guidelines a final shape. I also acknowledge contribution of Dr. Madhulika Sharma, Shri Rajnikant and Shri Dushyant Meher- Technical Experts of NCPCR Education Division for their inputs. Thanks to Shri Nikhil Thakur, DEO, NCPCR for assisting during the process of drafting this document.


(Priyank Kanoongo)
Member-Education, NCPCR

**REGULATORY GUIDELINES FOR
HOSTEL OF EDUCATIONAL INSTITUTIONS FOR CHILDREN**

The guidelines for regulating hostels of educational institutions.

**CHAPTER I
INTRODUCTION**

(1) Title and Scope of the Guidelines

- a) These guidelines may be called “Regulatory Guidelines for hostel of educational institutions for children”.
- b) These guidelines shall apply to all institutions wherever children in the age group of 6-18 years are in accommodation for the purpose of imparting education.
- c) These guidelines shall be applicable to any/all such institutions functioning under various nomenclature viz. College, hostel, coaching centres, remedial centres and any other institution wherever children in the age group of below 18 years are in accommodation for the purpose of imparting education.
- d) Nothing contained in these guidelines shall apply to any institution that falls under the purview of Juvenile Justice (Care and Protection of Children) Act, 2015.
- e) The State may notify these guidelines as legislation in their respective States to regulate hostels of educational institutions.
- f) The Schemes/Regulatory bodies under various Ministries of Union/State Government responsible for regulating institutions imparting education to the children below the age of below 18 years shall notify these guidelines to bring uniformity in norms and standards, wherever children in the age below 18 years are in accommodation for the purpose of imparting education.

(2) Definitions

- a) “Appropriate Government” in relation to a hostel of educational institutions for children established within territory of a State, the State Government; and Union Territory having legislature, the Government of that Union Territory.
- b) “Competent authority” means an officer who is head of district education department as applicable in respective States/UTs.
- c) “Child” means a student below the age of eighteen years.
- d) “District” means jurisdiction of District of the competent authority in respective states/UT.
- e) “Hostel of Educational Institutions for children” means wherever children in the age of

- e) "Hostel of Educational Institutions for children" means wherever children in the age of below 18 years are in accommodation for the purpose of imparting education.
- f) "Employee" means any person appointed/engaged by the management of the Hostel of Educational Institutions who is involved in any activity of the said institution.
- g) "Fee" means expenditure of any kind incurred by the parents/guardian of child for the purpose of accommodation in such residential facility.
- h) "Guardian" in relation to a child, means a person having the care and custody of that child and includes a natural guardian or guardian appointed or declared by a court or a statute.
- i) NCPCR means the "National Commission for Protection of Child Rights (NCPCR)" constituted under Section 3 of the Commissions for Protection of Child Rights Act, 2005 (4 of 2006)
- j) "Norms and Standards" means minimum mandatory requirements to establish and run a "hostel of educational institutions for children" as in point 4 (b) of these guidelines
- k) "Parent" means either the biological or step or adoptive father or mother of a child.
- l) "Educational Institution" means any aided/unaided institution, private aided and unaided Minority institutions imparting education to the children in the age group of 6-18 year.
- m) SCPCR means "State Commission for Protection of Child Rights" constituted under Section 17 of the Commissions for Protection of Child Rights Act, 2005 (4 of 2006).
- n) "Screening Procedure" means method other than that of random selection for admission of a child.
- o) RTE Act, 2009- The Right of Children to Free and Compulsory Education Act, 2009

CHAPTER II

REGISTRATION FOR ESTABLISHING OR REGULATING HOSTEL OF EDUCATIONAL INSTITUTIONS FOR CHILDREN

(3) Establishment of hostel

- a) After the enforcement of the guidelines by notification, no hostel of educational institution shall run without registration within the time period of six months (or as stated in notification) from the date of notification of the said guidelines.
- b) Registration under these guidelines shall be deemed mandatory for any/all educational institutions having hostels/residential facilities for children below 18 years either regulated or affiliated or recognized by any other council/statutory body/department/board or not.

(4) Procedure of Registration

- a) The management of every hostel in existence on the date of the enforcement of these guidelines as per point 3 and of every hostel proposed to be established on or after that date shall make an application, in prescribed format, to the competent authority for registration to run such hostels or to establish such institution, as the case may be;
- b) Every such application shall-
 - i. be in the prescribed form as annexed;
 - ii. be accompanied by such processing fee as prescribed by respective appropriate Government; and
 - iii. contain the particulars as per the annexed norms and standards,
 - iv. If, the hostel is run, managed or established by the Government (Centre or State), and the competent authority is involved in establishing/managing/running such hostel, there is no need to apply for registration but it is mandatory for the competent authority to ensure proper implementation and fulfillment of norms and standards laid down in these guidelines. The Ministries and departments shall involve the competent authorities in the schemes/projects/programmes for establishing hostels.

(5) Grant of Certificate of Registration:

On receipt of an application under point 4 (b) the competent authority may consider to grant the registration after taking into consideration the particulars contained in such application, provided that the registration shall not be refused unless the applicant has been given an opportunity of making his/her representations.

(6) Procedure of Granting Registration Certificate:

- i. After receiving the application, the competent authority will scrutinize the applications.
- ii. After short listing the proposals, a minimum two-member visit team comprising officials not below block-level (inclusion of one member from district child protection unit is desirable) will be formed by the competent authority to visit the site of proposed hostel/already established hostel.
- iii. During the time of visit, the two member visit team shall inspect the facility w.r.t number of seats for which the registration of the hostel is sought.
- iv. The visit team will then submit its report in the prescribed format as annexed with these guidelines, to the competent authority. After the receipt of report, the competent authority, if satisfied that the proposal for registration fulfils the objects laid down

under point 4; may issue a Registration Certificate indicating the number of seats allotted, within a period of one month of receiving the proposal, to establish a hostel in accordance to the provisions prescribed by the competent authority for a period of one year.

- v. The institution has to apply for renewal of the registration certificate to the competent authority every year.
 - vi. The competent authority after due diligence will renew the registration only if the institution fulfills all the basic requirements for hostel.
- b) The hostel shall fulfill criterion for safe and secure environment for children as per the guideline/manual of concerned department/ministry/statutory body and annexed checklist; and the visiting team constituted by the competent authority shall ensure that all points in the checklist are fulfilled by the hostel and the hostel also fulfills the requisite norms and standards as per number of seats before recommending registration,

(7) Procedure for Closure

- a) No hostel shall be closed without due approval from the competent authority. The approval should be sought by the management through a formal application to the competent authority.
- b) The competent authority before granting approval for closure has to ensure that the children are transferred to any other such accommodation thereby ensuring the continuity of the session.

(8) Power to Withdraw Registration

The competent authority may, at any time, withdraw the registration granted under point 5,

- a) If such registration has been obtained by fraud, misrepresentation or suppression of material particulars or where after obtaining the registration there is violation of any of the provisions of the guidelines or of any of terms or conditions or findings of inspection under point 17, or of the registration or of any direction issued by the competent authority under these guidelines at any stage.
- b) If the competent authority, after inquiry, finds any violation of POCSO Act, 2012 or JJ. Act, 2015 or any other child related law or violation of measures for safety and security of children in hostels.
- c) In case of any serious violation or threat to life of children in a hostel, the district magistrate/district collector shall have the power to issue order for closure of such an hostel and shifting of children to another safe and secure environment, with immediate effect.

(9) Procedure to Withdraw Registration:

- a) Before withdrawing registration under points 7(a) and/or 7(b) the competent authority have to give the management of the hostels an opportunity for making its representation.
- b) The competent authority before granting approval for closure has to ensure that the children are transferred to any other such accommodation thereby ensuring the continuity of the session.
- d) If in any case NCPDR/SCPCR does not find a hostel fit in their observation for the interest of child, the Commission may recommend to the competent authority or appropriate Government to withdraw registration after consideration of competent authority through proper procedure.

(10) List of Hostels

The appropriate Government should prepare and publish each year in the Gazette, a list containing the names of all hostels with number of seats allotted which have been granted registration under point 5, from time to time and a list of hostels in relation to which such registration has been cancelled during the same period.

(11) Admission in Hostels

- a) The educational institution u/s 2 (n) of the RTE Act, 2009 and not notified under specified category hostels shall not subject the students to any screening procedure. For any other hostel, the priority for allocation of seats in hostels should be in accordance to the norms specified by the appropriate government.
- b) The priority for allocation of seats in the hostel should be in accordance to the norms specified by the appropriate government for procedure of admission in such educational institution.
- c) The admission in the hostel should be done by parents of the child and/or guardian through written consent letter at the time of admission in the educational institution or throughout the year as per the desire/requirement of the child/parents/guardians subject to availability of seats.
- d) The norms for admission prescribed by State government in educational institutions may be followed during the time of the admission.
- e) If in case of Hostel managed/run/established under any scheme of Central/State Government, the procedure of admission shall be as prescribed in scheme as per laws.

(12) Fees

- a) The fees charged, if any, by the hostel must be regulated by the appropriate Government and only be collected on monthly or quarterly basis.
- b) The hostel while admitting a child should not collect any capitation fee.
- c) If in case of Hostel managed/run/established under any scheme of Central/State Government, the fees shall be as prescribed in scheme as per laws.

CHAPTER III

MANAGEMENT OF HOSTEL

(13) Hostel Staff

- (1) A hostel shall maintain an adequate number of staff to manage the hostel. The strength of hostel personnel shall be directly related to the number of students residing in the hostel to effectively manage the day to day running of the hostel complex.
- (2) A hostel shall engage a Superintendent or Superintendents to supervise the activities of the hostellers. The number of Superintendents engaged shall be on a ratio of one (1) Superintendent for a unit of not more than 200. Additional Superintendent or Superintendents shall be provisioned by the educational institution running hostel, in case of a unit more than 200 hostellers.
- (3) The recruitment or engagement of superintendents shall be executed by the management of the hostel, and –
 - (i) The superintendent(s) must be competent to exercise overall control in respect of the execution & maintenance of general discipline and spirit in the hostel, including the welfare, study and recreation activities of hostel students.
 - (ii) The post of superintendent shall be full time in nature.
- (4) It shall be required for management of hostels to provide superintendents to care for the girl and boy hostellers separately, who shall be engaged full time.
- (5) The hostel shall engage the following staff in adequate number as prescribed by the competent authority viz;
 - a) Warden b) Counselor, c) Security Guard, d) Nurse, e) Sweeper, f) Cleaner, g) Helper, h) Cook, i) Kitchen Staff, j) Clerk, k) office assistants
- (6) Superintendent and Warden shall be any person possessing such minimum qualifications/skills/ training /certification by any institution of the Central Government/appropriate Government or Recognized University/Board. As prescribed by the appropriate government.
- (7) The management of the hostel should ensure that at the time of joining the employee as defined in point 2 (f) has to furnish an affidavit that they have never been convicted

under Juvenile Justice Act, 2015; and Child Labour (Prohibition and Regulation) Act, 1986, Child Labour (Prohibition and Regulation) Amendment Act, 2016, and Protection of Children against Sexual Offences (POCSO) Act, 2012.

- (8) The salary/wages and allowances payable to, and the terms and conditions of service of, the staff will be such as prescribed by the appropriate Government.

(14) Children-Warden Ratio

The hostel must ensure 1:50 Children- Warden ratio i.e. there should be one house-in charge for 50 children.

(15) Duties and Responsibilities:

1) Hostel Superintendent;

- i. Superintendent shall be the overall in-charge of the hostel.
- ii. Superintendent of the hostel shall maintain regularity and punctuality in attending the residential educational institutions;
- iii. Check and keep updated records of all children at all times.
- iv. Ensure the safety, security and psychological well-being of children residing in hostel.
- v. Immediately report the matter to concerned officials of district administration, in connection to any violations of rights of children, especially serious offences pertaining to child abuse and child sexual abuse as per Section 21 of the POCSO Act, 2012. It shall be the duty and responsibility of the Superintendent to spread awareness regarding POCSO E-Box of NCPCR amongst all the children residing in the hostel.
- vi. Superintendent should ensure regular health check-up of children at least once per quarter by a registered medical practitioner.
- vii. Superintendent shall ensure overall improvement of the condition of the institution from time to time;
- viii. Superintendent shall ensure reviewing the standards of care are being followed;
- ix. Superintendent shall facilitate the setting up of children's committees for different age groups of children, that is in the age group of 6 to 10 years, 11 to 15 years and 16 to 18 years and these children's committees shall be constituted solely by children.
- x. The Superintendent shall ensure that the children's committees meet every month and maintain a register for recording their activities and proceedings, and place it before the Management Committee in their monthly meetings.
- xi. The superintendent shall ensure that the children's committees are provided with essential support and materials including stationary, space and guidance for effective functioning.

- xii. The Superintendent of hostel shall support child participation of the children's committees in the following:
 - a) electing their leaders and in devising the procedure to be followed for conducting the elections;
 - b) conducting the elections and monthly meetings;
 - c) framing rules for the functioning of children's committees and following it;
 - d) maintaining records and Children's suggestion book and other relevant documents;
 - e) Any other innovative activity.
- xiii. The Superintendent shall ensure that the residential educational institution must at all times be equipped with basic First Aid & Medicine Kit containing band-aids/ bandages, cotton wool and disinfectants for minor injuries. ORS packets, scissors, thermometer and antiseptic ointment should also be part of the medicine kit.
- xiv. And such other activities defined in guidelines or as deemed fit.

2) Hostel Warden:

- i. Warden shall take regular attendance of children twice a day.
- ii. Inspect the dormitories and other premises of hostel on daily basis.
- iii. Take necessary action deemed fit and report any matter pertaining to sickness, injury, abuse of children in hostel to the Superintendent.
- iv. Ensure safety and security of children at all times.
- v. Warden may also check the quality of food on day to day basis.
- vi. Maintain and update asset and stock register of dormitories and other rooms designated to the warden.
- vii. Preparing daily routine and diet scale of children.

(16) Management Committee of Hostel

- (a) Each residential educational institution must constitute a management committee within one month of admission every year.
- (b) The management committee should constitute of 50% students and 25% representatives of management and 25% representatives of teachers. In case of girls hostel the representatives of management and teachers should be 50% females.
- (c) The educational institutions where Parent Teacher Association (PTA) is not constituted a committee comprising of parents should be constituted.

- (d) The term of management committee will be one year. Every year new management committee will be constituted by giving representation to students in rotation. Every year at-least 2/3rd of the representatives of children should be replaced with new members.
- (e) Meeting of management committee should be conducted every month and proceedings of meetings be recorded.
- (f) The main functions of management committee should be to ensure safe, secure and developmentally appropriate environment for children in the hostel with respect to their right of participation.
- (g) It should be monitored by the management of the hostel that the respective faiths of children are preserved and no student is forced to practice or follow any faith beyond his/her will or consent in writing made by parents, as per article 28(3) of Constitution of India.
- (h) The management committee shall conduct safety audit on quarterly basis. The management of the institution shall ensure that the gaps observed by the management committee during the audit shall be attended to.

CHAPTER IV

NORMS AND STANDARDS

(17) Norms and standards governing hostels and residential educational institutions for children below 18 years

1. **Physical infrastructure.**- (1) The accommodation in each institution shall be as per the following criteria, namely:-

A. Hostels:

- (a) Separate residential facilities and toilets for boys and girls below the age of 10 years
- (b) Separate hostels for boys and girls above the age of 10 years
- (c) Separate infrastructure for boys and girls in the age group of 11 to 15 years and 16 to 18 years;
- (d) Any educational institution having students above 18 years should have separate residential facilities for children below 18 years as per the said guidelines.
- (e) The warden and superintendent shall stay within the institution provided with quarters and in case of leave of absence any other senior staff member of the institution shall stay in the institution and be in a position to supervise the overall care of the children and take decisions in the case of any crisis or emergency.
- (f) There shall be proper and non-slippery flooring for preventing accidents.

- (g) There shall be adequate lighting, heating and cooling arrangements, ventilation, safe drinking water, clean and accessible gender and age appropriate and disabled friendly infrastructure including toilets and boundary wall ensuring safety and security of resident students.
- (h) All hostels covered under the guidelines shall:
- i. make provision of first-aid kit, fire extinguishers, recreation room, dormitories, store rooms and counseling/sick room;
 - ii. conduct periodic inspection of electrical installations;
 - iii. ensure proper storage and inspection of articles of food;
 - iv. ensure stand-by arrangements for emergency lighting for water storage and;
 - v. Ensure that water storage facility is safe thereby securing children from any mis-happenings.
- (i) Barrier free infrastructural facilities and necessary equipment shall be provided to differently-abled children. Such facilities and equipment shall be designed under the guidance of specialists or experts.
- (j) The suggested norms for building or accommodation in each institution with 50 children may be as under:

Sl. No.	Item Description	Dimension
(i)	*2 Dormitories	Each 1000 Sq.ft. for 25 children i.e. 2000 Sq. ft.
(ii)	2 Study Rooms	300Sq.ft. for 25 children i.e. 600 Sq. ft.
(iii)	Sickroom/First aid room	75 Sq.ft. per children for 10 i.e. 750 Sq. ft.
(iv)	Kitchen	250 Sq. ft.
(v)	Dining hall	Minimum 500 Sq. ft.
(vi)	Store	250 Sq.ft.
(vii)	Recreation room	300 Sq.ft.
(viii)	Library	500 Sq.ft.
(ix)	5 Bathroom	25 Sq.ft. each i.e. 125 Sq. ft.
(x)	8 Toilets	25 Sq. ft. i.e. 200 Sq.ft.
(xi)	Office area	500 sq ft
(xii)	Counseling and Guidance room	120 Sq.ft.

(xiii)	Residence for Person-in-charge	(a) 2 rooms of 250 Sq.ft. each (b) Kitchen 75 Sq.ft. (b) bathroom cum toilet 50 Sq
(xvi)	Playground	Sufficient area according to total number of children

* Note: In case of room 50 sq. ft. area for each child shall be provisioned

2. Minimum Standards for Clothing, Bedding, Toiletries and other Articles.-

For Hostels of Educational Institutions for Children below 18 years:

- (a) It should be ensured by the Superintendent of the hostel that the clothing and bedding of children during their stay in hostel shall be as per the scale and climatic conditions. The requirements of each child and the minimum standards for clothing and bedding are to be provided which shall be as under:

A. BEDDING		
Sl.	Article	Quantity to be provided per child
1	Mattress	1 at the time of admission and subsequently 1 after every 1 year.
2	Cotton Durry	2 at the time of admission and subsequently 2 after every 2 years.
3	Cotton bed sheets	2 at the time of admission and subsequently 1 after every 6 months.
4	Pillow (Cotton stuffed)	1 at the time of admission and subsequently 1 after every 1 year.
5	Pillow covers	1 at the time of admission and subsequently 1 after every 1 year.
6	Cotton blankets/ Khes	2 at the time of admission and subsequently 1 after every 2 years.
7.	Cotton filled quilt	1 at the time of admission and subsequently 1 after every 2 years (in cold region in addition to the blankets).
8.	Mosquito net	1 at the time of admission and subsequently 1 after every 6 months.
9.	Cotton towels	2 at the time of admission and subsequently 1 after every 3 months.

- (b) In addition to the clothing specified above, each child shall be provided adequate number of uniform as per the schemes of the government applicable on the hostels for (boys and girls). However, shoes should be treated as integral part of the uniform for children.

- (c) Toiletry: Every resident of the hostel shall be issued oil, soap and other material as per the following scale:

Sl.No.	List of Items	Quantity to be issued per child
1	Hair Oil for grooming the hair	100 ml per month.
2	Toilet soap/hand-wash	2 bars of 100gm per month.
3	Tooth brush	1 in every 3 months.
4	Toothpaste	100gm (a tube) per month.
5	Comb	1 in every 3 month.
6	Shampoo sachets	8 in a month (10ml/ per sachet).
7	Bathing soap	2 bars of 125gm per month.
8	Hair clip/ band	2 bands in 3 month.
9	Moisturiser or cold cream (during winters)	250 ml in a month.

- (d) For washing of clothes and towels, bed-sheet, etc., the following scale may be followed:

- (i) washing soap: 3 soaps for one month (125 gms) or equivalent washing powder;
- (ii) whitening or bleaching agent to the extent required only for white clothing.

The sick room clothing shall not be mixed with other clothing at the time of washing and if necessary, the Superintendent can issue the above items separately for washing of hospital clothing. The superintendent may get installed washing machines, as required.

- (e) The following items shall be provided for maintaining the Hostel in a healthy and sanitary condition:

S. No.	Items	Scale of Supply
1.	Broom stick	25 to 40 per month depending on the area of the institution.
2.	Pesticide spray	As per the institution doctor's advice.
3.	Effective bugs killing agent	As required.
4.	Phenyl and cleaning acid	Depending on the area of lavatories to be (daily) cleaned as per institution doctor's advice.
5.	Mosquito repellent machines	2 per room per month with adequate fillets.

3. Sanitation and Hygiene.-

Every hostel shall have the following facilities, namely:

- (i) sufficient safe drinking water; water filters or RO should be installed at multiple locations in the premises for easy access such as kitchen, dormitory, recreational rooms etc.;
- (ii) sufficient water including hot water for bathing and washing clothes, maintenance and cleanliness of the premises;
- (iii) proper drainage system with regular maintenance;
- (iv) arrangements for disposal of garbage;
- (v) protection from mosquitoes by providing mosquito nets or repellants;
- (vi) annual pest control;
- (vii) sufficient number of well-lit and airy toilets with proper fittings in the proportion of at least one toilet for seven children;
- (viii) sufficient number of well-lit and airy bathrooms with proper fittings in the proportion of at least one bath room for ten children;
- (ix) sufficient space for washing and drying of clothes;
- (x) sanitary napkin vending machines and insinators in girls hostels with a well defined policy filling of fresh napkins;
- (xi) washing machine wherever possible;
- (xii) clean and fly-proof kitchen and separate area for washing utensils;
- (xiii) sunning of bedding twice every month and clothing on regular basis;
- (xiv) maintenance of cleanliness in the sick room;
- (xv) daily sweeping and wiping of all floors in the home;
- (xvi) cleaning or washing of the toilets and bathrooms twice everyday;
- (xvii) proper washing of vegetables and fruits and hygienic manner of preparing food;
- (xviii) cleaning of the kitchen slabs, floor and gas after every meal;
- (xix) clean and pest proof store for maintaining food articles and other supplies;
- (xx) disinfection of the beddings at least once a year;
- (xxi) fumigation of a sick room or isolation room after every discharge in case of contagious or infectious disease; and

(xxii) Cleanliness in sick room.

(xxiii) Appropriate dining etiquette to be followed such as proper sitting and serving of food arrangement at the time of the meals.

9. Daily Routine.- (1) Every Hostel for Children below 18 years shall have a daily routine for children developed in consultation with the management committee and children's committee, which shall be prominently displayed at various places within the hostel premises.

(2) The daily routine may provide, *inter alia*, for a regulated and disciplined life, personal hygiene and cleanliness, physical exercise, yoga, educational classes, vocational training, organised recreation and games, moral education, group activities, prayer and community singing and special programmes for Sundays and holidays and national holidays, festive days, birthdays.

10. Nutrition and Diet Scale.-

(1) The following nutrition and diet scale shall be followed by the hostels, namely:

- (i) the children shall be provided four meals in a day including breakfast;
- (ii) the menu shall be prepared with the help of a nutritional expert. During monthly medical check-ups by the visiting doctor, if any deficiencies are observed in children, the menu should be prepared in accordance to meet with the nutritional deficiency.
- (iii) every hostel shall strictly adhere to the minimum nutritional standard and diet scale suggested as specified below:

S.No.	Name of	Scale per head per day
1.	Rice/Wheat/Ragi/ Jowar or Rice	600 gms, (700 gms for 16-18 yrs age) of which at least 100 gms to be either Wheat
2.	Dal/ Rajma/ Chana	120 gms.
3.	Edible Oil	25 gms.
4.	Onion	25 gms.
5.	Salt	25 gms.
6.	Turmeric	05 gms.
7.	Coriander Seed Powder	05 gms.
8.	Ginger	05 gms.
9.	Garlic	05 gms.
10.	Tamarind/ Mango powder	05 gms.
11.	Milk (at breakfast)	150 ml.
12.	Dry Chillies	05 gms.
13.	Vegetables Leafy Non –	100 gms. 130gms.
14.	Curd or Butter Milk	100 gms/ml.
15.	Chicken once a week or	115 gms.

S.No.	Name of	Scale per head per day
16.	Jaggery& Ground Nut Seeds or Paneer	60 gms each (100 gms for paneer) Once in a week.
17.	Sugar	40 gms.
18.	Tea/Coffee	5gm.
19.	Sooji/Poha	150 gms.
20.	Ragi	150 gms.
Following items for 50 Children per day		
21.	Pepper	25 gms.
22.	Jeera	25 gms.
23.	Black	50 gms.
24.	Mustard	50 gms.
25.	Ajwain	50 gms.
On Chicken Day for 10 Kg. of Chicken		
26.	Garam Masala	10 gms.
27.	Kopra	150 gms.
28.	KhasKhas	150 gms.
29.	Groundnut Oil	500 gms.
For Sick Children		
30.	Bread	500 gms.
31.	Milk	500 ml.
32.	Khichadi	300 gms.
Other Items		
33.	LP Gas for Cooking only	

- (2) Children may be provided special meals on holidays, festivals, sports and cultural day and celebration of national festival.
- (3) Sick children shall be provided special diet according to the advice of the doctor on their dietary requirement.
- (4) The requirement of each child shall also be taken into account including need for iron, folic acid, calcium and zinc supplements.
- (5) Variation in diet may be as per seasonal and regional variations, a suggested diet variation is given below:-
 - i. varieties of dal e g., Toor (Arhar), Moong (Green Gram) and Chana (Bengal Gram) may be given alternatively;
 - ii. on non-vegetarian days, vegetarian children shall be issued with either 60 gms of jaggery and 60 gms of groundnut seeds per head in the shape of laddus or any other sweet dish or 100 gms paneer;
 - iii. leafy vegetables such as Fenugreek (Methi), Spinach (Palak), Sarson (Mustard leaves) Gongura Thotakura or any other saag etc., may also be issued once in a week. If a kitchen garden is attached to any institution, leafy vegetables, should

be grown and issued and the Superintendent should try to issue variety of vegetables and see that the same vegetable is not repeated for at least a period of one week;

- iv. seasonal fruits shall be provided in a non-repetitive manner in sufficient quantities;
- v. the superintendent may make temporary alterations in the scale of diet in individual cases when considered necessary by him, or on the advice of the doctor of the institution subject to the condition that the scale laid down is not exceeded.

(6) Meal Timing and Menu:

(i) *Breakfast – 7.30 a.m. to 8.30 a.m.*

- (a) upma or chapattis made of wheat or ragi or any other dish;
- (b) chutneys from Gongura or fresh curry leave or fresh coriander or Coconut and Putnadal etc., dal or vegetable may be issued as a dish;
- (c) milk;
- (d) any seasonal fruit in sufficient quantity.

(ii) *Lunch at 12.30 to 1.30 P.M. and Dinner – 7.00 P.M. – 8.00 P.M*

- (a) rice or chapattis or combination of both;
- (b) vegetable curry;
- (c) sambar or dal;
- (d) butter milk or curd.

(7) Others:

- i. depending on the season, the superintendent shall have the discretion to alter the time for distribution of food;
- ii. on the advice of the institution's doctor or at the discretion of the superintendent, every sick child who is prevented from taking regular food, on account of his ill-health, may be issued with medical diet as per the scale for sick children;
- iii. extra diet for nourishment like milk, eggs, sugar and fruits shall be issued to the children on the advice of the institution doctor in addition to the regular diet, to gain weight or for other health reasons and for the purpose of calculation of the daily ration, the sick children shall be excluded from the day's strength;
- iv. every institution to have first aid kit and all staff be trained in handling first aid;

- v. maintain a medical record of each child on the basis of monthly medical check-up and provide necessary medical facilities;
- vi. ensure that the medical record includes weight and height record, any sickness and treatment, and other physical or mental problems;
- vii. have facilities for monthly medical check-ups including dental check-up, eye testing and screening for skin problems and for treatment of children;
- viii. take preventive measures in the event of out-break of contagious or infectious diseases;
- ix. keep sick children under constant medical supervision;
- x. not carry out any surgical intervention in a hospital on any child without the previous consent of his/her parent or guardian, unless the parent or guardian cannot be contacted and the condition of the child is such that any delay would, in the opinion of the medical officer, involve unnecessary suffering or injury to the health of the child or danger to life, or without obtaining a written consent to this effect from the superintendent of the hostel;
- xi. Baseline investigation of Complete Blood Count (CBC), Urine Routine, HIV, VDRL, Hepatitis B and Hepatitis C tests and allergy or addiction to drugs shall be conducted for all children at the time of entry into the institution as suggested by the doctor after examining the child.
- xii. All girls who have attained age of puberty shall undergo health assessment to detect iron deficiency. Necessary dietary plan and medicines shall be prescribed by the nutritionist and appointed doctor, if need be.

11. Mental Health.-

- (1) The environment in a hostel shall be free from abuse, allowing children to cope with their situation and build confidence.
- (2) All persons involved in taking care of the children in a hostel shall participate in facilitating an enabling environment and work in collaboration with the counselors as needed.
- (3) Individual therapy is a specialised process and each institution shall make provisions for it as a critical mental health intervention, wherever required.
- (4) It is desirable every institution shall have the services of trained counselors or collaboration with external agencies such as child guidance centres, psychology and psychiatric departments or similar Government and non-Governmental

agencies, for specialised and regular individual therapy for the child.

(5) No child shall be administered medication for mental health problems without a psychological evaluation and diagnosis by trained mental health professionals.

(6) Medicines should be administered to the children only by trained medical staff and not by any other staff of the Hostel.

(7) provide or arrange for counseling of every child and ensure specific mental health interventions for those in need of such services, including separate rooms for counseling sessions within the premises of the institution and referral to specialised mental health centres, where necessary; and

12. Recreational Facilities.-

(1) Recreational facilities may include indoor and outdoor games, yoga and meditation, music, television, picnic and outings, cultural programmes, gardening and library etc.

(2) Sufficient space shall be made available for outdoor sports and games.

(3) Picnic and outings may include education fair or science fair, museum, planetarium, botanical garden, zoological garden, etc.

(4) Management should provide in regional language, newspapers, children's magazines, books in braille (as applicable), audio and video devices etc.

CHAPTER V

MONITORING & REDRESSAL OF GRIEVANCES

(18) Monitoring and Redressal of Grievances

(a) The various Ministries/Departments of the Government (Union/State/UT) providing hostels under their schemes shall prescribe proper monitoring systems as integral part of their schemes.

(b) Any Hostel may be inspected or caused to be inspected by the competent authority/official authorised by competent authority/ National or State Commission for Protection of Child Rights, whenever it considers necessary and may communicate the observations to the appropriate Government or competent authority

(c) The competent authority should direct the management to rectify the defects, if any, found during the course of the inspection, within a stipulated time.

(d) The district magistrate/ district collector shall constitute a monitoring committee for periodic and regular inspections of the hostels. The district magistrate/district

collector shall review the inspection reports with the monitoring committee and competent authority on quarterly basis. The gaps and deficiencies observed through the inspection reports may be taken up appropriately by the District Magistrate and resolve any/all such gaps emanating through such reports.

CHAPTER VI

ACCOUNTS, AND AUDIT

(19) Accounts and Audit

- (1) (a) Separate annual accounts of Hostels be maintained by the organization/institution/Head of Institution running the Hostel.
 - (b) The annual accounts should be audited at least once in every year by the auditors appointed by the management for this purpose.
 - (c) The management has to furnish the audit report at the time of application for renewal of recognition to the competent authority.
- (2) The salaries to all staff be credited directly into their respective bank accounts

CHAPTER-VII

MISCELLANEOUS

(19) Directions of the Appropriate Government:

- (a) Without prejudice to the provisions, the appropriate government may, from time to time, issue such directions regarding the management of a hostel as it may think fit and it would be the duty of the competent authority to implement out such directions within such time as may be prescribed by the competent authority in this behalf.
- (b) Any work/duty discharged by any official duly authorised under the provisions contained in these guidelines must be treated as 'administrative work' of the appropriate Government.

(20) Appeal

- (a) Any management aggrieved by any decision of the competent authority under any of the provisions of these guidelines may, within two months from the date of the receipt of the decision by them, prefer an appeal against such decision to appellate authority, as authorised by appropriate Government.
- (b) Provided that the appellate authority may, in its discretion, allow further time as per section 5 of Limitation Act, for preferring any such appeal, if it is satisfied

that the appellant had sufficient cause for not preferring the appeal in time.

- (c) On receipt of an appeal under point (a) the appellate authority, after giving the appellant an opportunity of making his representations, redress and close the appeal as expeditiously as possible.

FORM I

**SELF-DECLARATION-CUM-APPLICATION FOR GRANT OF REGISTRATION OF
HOSTEL**

[See point 4 (b) (i)]

To

The District _____

(District Education Officer)

(Name of District and Union territory)

Sir,

I forward herewith with a self-declaration regarding compliance with the norms and standards specified in the _____ and an application in the prescribed performa for the grant of registration to.....(Name of the Educational Institution).....and (Name of Hostel).....

With effect from the commencement of the hostel (year).....dd/mm/yy

Yours faithfully,

(Chairman/Director of
Trust/Society/Organisation/Institution)

Enclosure

Place.....

Date.....

A. Details of Organization/Trust/Society																			
Name of Organization/Trust/Society																			
Date of Foundation																			
Registration Number																			
List of office bearers																			
Name official address of the Chairman and Secretary of the Hostel																			
<table border="1" style="width: 100%;"> <tr> <td colspan="4">Name</td> </tr> <tr> <td colspan="4">Designation</td> </tr> <tr> <td colspan="4">Address</td> </tr> <tr> <td colspan="2">Phone (O)</td> <td colspan="2">(R)</td> </tr> </table>				Name				Designation				Address				Phone (O)		(R)	
Name																			
Designation																			
Address																			
Phone (O)		(R)																	
Total Income and Expenditure during last 3 Years surplus/ deficit																			
Year	Income	Expenditure	Surplus/deficit																

B. Details of Educational Institution	
1.	Name of the Institution
2.	Name and Address of Institutes Doctor
3.	Date of First Opening of Hostel (Boys/Girls)
4.	Session
5.	District
6.	Distance of Hostel from the Educational Institution
7.	Distance of Doctor's Clinic
8.	Postal Address
9.	Tehsil
10.	Pin Code
11.	Phone No. with STD Code
12.	Fax No.
13.	E-mail address (mandatory)
14.	Does the institution has its own building or is it running in a rented building?
15.	Nearest Police Station
16.	Whether the Hostel buildings or other structure or the grounds are used for any other purpose?
17.	Total area of the Hostel
18.	Built up area of the Hostel

C. Enrolment Status (if already running)				
	Age of child	Group	No. of Section	No. of Students (Boys/Girls)
1.	Below 18 years			
2.	Above 18 years			

D. Certified that the Educational Institution undertakes to furnish such reports and information as may be required by the competent authority from time-to-time and complies with such instructions of the appropriate Government or competent authority as may be issued to secure the continued fulfillment of the condition of registration or the

removal of deficiencies in working of the Hostel.

- E. Certified that records of the Educational Institution shall be open to inspection, by any officer authorized by competent authority or appropriate Government at any time, and the Hostel shall furnish all such information as may be necessary to enable the Government of India or the Local Body or the Administration to discharge or his obligations to Parliament/Panchayat/Municipal Corporation, as the case may be.

F. Details of Permission Granted by the Competent Authority for Opening of Hostel with distance of the Hostel from the Educational Institution with approved Map

G. Minimum Standards of Safety:		Yes/No	Details
1.	Potable, safe and adequate drinking water		
2.	Fire safety measures		
3.	Periodic pest control		
4.	CCTV surveillance (if any)		
5.	First Aid kit		
6.	Medicine Kit (attach list)		
7.	Quarterly Health Check-up of children by a registered medical practitioner (attach consent or		
H. Other Facilities (Attach purchase receipt or bills)			
1.	Play material, games and Sports equipments (attach list)		
2.	Disaster preparedness measures		

I. Particulars of Administrative and Non Administrative Staff (detail for each to be mentioned separately with a one-page bio-data)

(Name) (1)	Father/Spouse Name (2)	Date of Birth (3)
Academic Qualification (4)	Professional Qualifications (5)	Experience (6)
Class Assigned (7)	Appointment Date (8)	Trained or Untrained (9)
Date of Joining (10)	Date of Superannuation (11)	

J. Particulars of Non-Administrative Staff (detail for each employee separately)

(Name) (1)	Designation (2)	Father/Spouse Name (3)
Date of Birth (4)	Academic Qualification (5)	Professional Qualifications (6)

Experience (7)	Work Assigned (8)	Appointment Date (9)
Trained or Untrained (10)		

.....
Chairman/Manager,
Managing Committee
..... Hostel

Place.....

Date.....

FORM II

VISIT FORMAT FOR GRANT OF REGISTRATION OF HOSTEL

[See point 6 (b) (iii)]

Visit Format

1. Date of Visit: _____
2. Place of Visit: _____
3. Name of Hostel: _____
4. Name of Organisation running Hostel: _____
5. Address (With Contact Details):

(A) Address of Educational Institution	(B) Address of Hostel
_____	_____
_____	_____
6. Name and designation of officials conducting visit (attach list)
7. Details of the person from organization present during the visit (attach list)
8. Observations on the check-list on safety & security against Physical, Emotional & sexual Abuse (Attached).
9. Records;

Records	
1.	Enrolment forms of children
2.	Admission/ enrolment register for recording profile of children and their parents including detail of both parents
3.	Attendance register of children

4.	Attendance registers of all employees
5.	Maintenance of quarterly health check-up records of children
6.	Stock register
7.	Fee record of all children

- i. Certified that the Educational Institution undertakes to furnish such reports and information as may be required by the competent authority from time-to-time and complies with such instructions of the appropriate Government or competent authority as may be issued to secure the continued fulfillment of the condition of registration or the removal of deficiencies in working of the Hostel.
- ii. Certified that records of the Educational Institution shall be open to inspection, by any officer authorized by competent authority or appropriate Government at any time, and the Hostel shall furnish all such information as may be necessary to enable the Government of India or the Local Body or the Administration to discharge or his obligations to Parliament/Panchayat/Municipal Corporation, as the case may be.

A. Particulars of Administrative and Non Administrative Staff (detail for each to be mentioned separately with a one-page bio-data)		
(Name) (1)	Father/Spouse Name (2)	Date of Birth (3)
Academic Qualification (4)	Professional Qualifications (5)	Experience (6)
Class Assigned (7)	Appointment Date (8)	Trained or Untrained (9)
Date of Joining (10)	Date of Superannuation (11)	
B. Particulars of Non-Administrative Staff (detail for each employee separately)		
(Name) (1)	Designation (2)	Father/Spouse Name (3)
Date of Birth (4)	Academic Qualification (5)	Professional Qualifications (6)
Experience (7)	Work Assigned (8)	Appointment Date (9)
Trained or Untrained (10)		

10. Any other observation by the visit team

11. Recommendation

<p style="text-align: center;">Recommended</p> <p style="text-align: center;">(Signature and seal of visiting Official)</p>	<p style="text-align: center;">Not Recommended</p> <p style="text-align: center;">(Signature and seal of visiting Official)</p>
--	--

CHECK-LIST ON SAFETY & SECURITY OF CHILDREN IN HOSTEL

S. No	Statements	Yes/No	Remarks
Infrastructural Safety -(Physical Safety)			
1.	Are the corridors and staircases clear of obstruction?		
2.	Are doors and emergency doors clear of obstruction?		
3.	Is the floor evacuation plan displayed properly and accessible readily for students in hostel premises?		
4.	Is the water quality from the filters in the hostel clean and potable?		
5.	Has toilet cleanliness been maintained?		
6.	Are there any ceiling tiles or plaster hanging from the wall/roof of rooms /corridors /kitchen		
7.	Is there any dampness in walls of various building areas of the hostel?		
8.	Cross ventilation in kitchen and toilets maintained or not?		
9.	Are rooms properly illuminated with lighting?		
10.	Is lightening conductor properly? (Specially prior Season)		
11.	Is First Aid kit in place and accessible to students in the hostel?		
12.	Any suggestions from students/staff for upgrading floor safety		
Electrical Safety			
13.	Are the electrical fitments in the classrooms and corridor working properly?		
14.	Are Switch Board/main switches working properly, are the switch board covered and cautioned?		
15.	Whether checked Water Coolers and other electrical gadgets transferring shock? If yes than remedial measures taken or not?		

S. No	Statements	Yes/No	Remarks
16.	Any case of electric shock or problem of any type encountered by the staff/student?		
17.	Has any Sparks or Short circuit occurred in past one week?		
18.	Has the hostel ensured limited access to the area of electrical installation only to those who are required?		
19.	Any high voltage wire there around?		
20.	Fire extinguishers are in place or not?		
Trauma Management			
21.	Are the hostel staff sensitized on trauma management to meet any accident or disaster?		
22.	Are the required details of contacts available and displayed on boards within the hostel for trauma management?		
23.	Are warden in the hostel aware of the telephone number of the hospitals, ambulance and the fire stations near to the hostel?		
24.	Are there sufficient rest rooms for children as per their age criteria?		
Safety of the children with disabilities			
25.	Are hostel facilities like living rooms, dining rooms, play areas, toilets, accessible by wheelchair? Are There are ramps and wheel-chairs for differently-abled students/staff? Is the hostel environment disabled friendly?		
26.	Are the wardens and other hostel staff trained for handling responsibilities of the needs of differently abled children during emergency situations?		
27.	For safety reasons students who are differently abled are accompanied only by a warden or designated attendant when using toilets?		

S. No	Statements	Yes/No	Remarks
28.	Are all the staffs and students of hostel educated to be sensitive to fellow students who are differently abled?		
Protection against Sexual Abuse			
29.	Does the hostel have a defined mechanism against child abuse and exploitation		
30.	Are all administrative and non-administrative, contractual and other staff sensitized on the mechanism against child abuse and exploitation		
31.	Are the staff and students sensitized regarding POCSO E-Box?		
32.	Is there a designated space accessible for students to operate NCPCRs POCSO E-box?		
33.	Are all administrative and non-administrative staff specifically trained to be alert to signs and indicators of child abuse?		
34.	Are all parents and students sensitized on the mechanism against child abuse and exploitation		
35.	Is there a recruitment and police verification protocol and procedure in place for all staff before they are allowed to work with the children.		
36.	Are Child Safety Posters, POCSO e-Box details and Child line helpline number (1098) on display in prominent locations of the hostel?		
37.	Does the hostel has a visiting qualified Child Counselor/Psychologist- part time or full time or on call consultant one can access when there is a requirement or an emergency.		

S. No	Statements	Yes/No	Remarks
38.	Are all children regularly oriented on safe and unsafe touch and behavior? Have they been helped to understand her/his right over her/his body, and right to say No? Are students orientated/trained regarding how to protect themselves from abuse and undertake other safety measures? Is the Parent training or awareness on the same conducted by the hostel from time to time?		
39.	Hostel administration conducts awareness programs to sensitize students on harms of substance abuse, mutual and peer respect, gender sensitivity, social responsibility; and consequences of behavior or action.		
40.	Does the Hostel Warden hold regular discussions to promote child participation and provides platform for students to discuss and share with those in authority on safety, protection and other relevant issues.		
41.	In the event of serious sexual offences incidences, has the hostel administration taken immediate steps to restrict the access of the alleged offender to the children?		
Social and Emotional Safety			
42.	Are the children in hostel provided guidance and training on adequate age appropriate social skills in managing emotions and building healthy peer relationships		
43.	Are the students sensitized to recognize and deal with negative peer pressure within hostels?		
S. No	Statements	Yes/No	Remarks
44.	Are sessions on life skills for students conducted in the hostel for teaching coping skills to manage fear, anger and stress and prevent abuse on self or others to build self-esteem and confidence among students?		

S. No	Statements	Yes/No	Remarks
45.	Are all types of bullying discouraged and prohibited in the hostel premises and students are asked to refrain from bullying, ragging, criticism, rude language, and malicious gossiping.		
46.	Does the hostel administration adopt a zero tolerance regarding issues of bullying, harassment and discrimination/prejudice against students on basis of religion, caste, gender, language, physique or disability or any other factor?		
47.	Does the hostel warden effectively monitor and address issues of misconduct and inappropriate social behavior? For example, stealing /needless writing on the walls/ harming another student physically or emotionally and displaying any antisocial behaviour		
48.	Are there any Behavioral Management and modification programs available in hostel and are the students aware of it?		
49.	Mechanisms in place for the students to feel safe reporting abuse of self or others, and the disciplinary		
50.	Is there a ban on corporal punishment and emotional harassment of students in the hostel?		
51.	Are Positive disciplinary modes and measures adopted and followed by the hostel administration?		
Cyber Safety			
52.	Is the Access to computer rooms and use of electronic and technological devices supervised by trained and qualified staff in the hostel?		
53.	Is there is Internet Security that restricts use by children?		

S. No	Statements	Yes/No	Remarks
54.	Are Students regularly educated on safe usage of technology and how to be responsible digital citizen viz. sensible use of mobiles, mobile games, sms, mms, internet, mail or net chats, effect of plagiarism and how to avoid risky behavior?		
55.	Are the Students educated to understand their responsibilities, the consequences under the laws on cyber misuse, bullying, harassment etc		
56.	Are the Cyber-bullying or harassment issues handled with utmost care by hostel authorities?		
Fire Safety Management			
57.	Does the hostel have adequate fire fighting systems in place to meet any emergency?		
60.	Is the hostel administration in touch with local fire fighting agencies for mock drill training to a crisis management group?		
61.	Are the emergency steps in place in the hostel for fire safety management? (Please specify the measure)		
62.	Is there a staff team of hostel trained for initial fire hazard management?		
63.	Is the hostel in touch with the local fire safety authorities for training and retraining the people?		
64.	Has the hostel building safe including for fire-safety for housing the students by the inspecting team?		
65.	Are there any cracks in the hostel building and other physical infrastructure and are steps being taken to repair them?		
66.	Is hostel located near any railway track? Has the impact of such locations being examined by the competent authority for the safety of the students?		

S. No	Statements	Yes/No	Remarks
Earthquake Management			
67.	Is hostel situated in the earthquake risk zone?		
68.	Is hostel construction safe to face a natural disaster? Are modifications required if any Attach a separate sheet		
69.	What emergency steps are in place in the hostel for disaster preparedness?		
70.	Have necessary steps been taken during construction of the building for earthquake safety for the building?		
71.	Is there a trained disaster management group available in hostel for initial response?		
Flood/Cyclone/landslide Management			
72.	Is hostel situated near seashore or a river?		
73.	Does the hostel have any contingency plans to meet floods, cyclones, cloud bursts and heavy rains?		
74.	Is the hostel situated on hilltops or where there is a possibility of landslide?		
75.	Is the hostel located near an industry or a chemical factory producing fatal chemical products?		
Safety from Constructional Hazards			
76.	Does the hostel have any ongoing construction?		
77.	Are barricades and signboards being put in the construction area prohibiting the movement of students?		
Safety in the Playground			
78.	Is the playground safe for the students to play games? Are they being maintained well?		
79.	What are the different sports facilities available in the hostel?		
80.	Are the SAI guidelines followed in providing these facilities? (give details)		

S. No	Statements	Yes/No	Remarks
81.	Have adequate precautions for the safety of the students being taken by the hostel?		
Water Safety			
82.	Is the drinking water safe in the hostel plant? Is the water source well protected?		
83.	Is the water provided to the students tested by the inspection teams periodically?		
84.	Does the hostel ensure safe and potable water?		
85.	Does the hostel have water management system in the event of a fire? Is there easy access to such sources?		
Transport Management and Safety			
86.	Is the hostel owning/ running buses on lease for students?		
87.	In case children are using other means of transport, how is hostel monitoring such arrangement?		
88.	Is there a first-box in the hostel vehicle?		
89.	Has the hostel complied with the rules and regulations stipulated by the local transport authorities?		
90.	Are staff members delegated responsibilities for transport management?		
91.	Are the drivers of transportation provided by hostel trained and have a regular license?		
92.	Is it ensured whether the students are cautioned to keep a safe distance before starting the bus?		
93.	Are there speed governors in hostel buses?		
94.	Are students been trained in orderliness in buses? Have they been exposed to traffic rules?		

Registration Certificate of the Hostel

OFFICE OF _____
 (District Education Officer)

No.

The _____

Dated:

Subject: Registration Certificate for the Hostel

Sir/Madam,

With reference to application dated _____ and subsequent correspondents with visit/team on -----(date of visit by team) in this regard, the hostel _____ (name and address of hostel) is registered for a period of one-year under point 4 of the guidelines w.e.f. _____ to _____

The above registration is subject to fulfilling of following conditions:-

1. The Hostel shall be run strictly in accordance of the provisions contained in the guidelines.
2. The Hostel shall fulfill the Norms and Standards as given under point 4(b) (iv) of the guidelines.
3. The Hostel shall fulfill all the parameters for Safety and Security of Children as per the checklist annexed.
4. The organization/Institution/Individual running the Hostel shall charge fee from the children as regulated by the appropriate Government from time to time.
5. The organization/Institution/Individual running the Hostel shall not charge any capitation fee from the parents/children and shall not subject the child or his/her parents or guardians to any screening procedure.

6. Admission shall not be denied to children on the grounds of religion, caste, race, region, sex, disability and socio-economic status of family of child.
7. No child shall be subjected to physical punishment or mental harassment.
8. The organization/Institution/Head of Hostel running the Hostel shall abide by the suggestions/advice given by inspecting committee and appropriate Government officers during their visit/inspection.
9. The organization/Institution/Head of Hostel shall maintain separate annual accounts of Hostel.
10. The annual accounts shall be audited at least once in every year by the auditors appointed by the management for this purpose.
11. The Hostel shall abide by the instructions/directions issued by the appropriate Government from time to time.
12. The Registration Number of your Hostel is which may please be noted and quoted for further correspondence.
13. The renewal of registration of the organization be ensured.
14. The organization would apply with requisite fee for renewal of registration every year.

Yours faithfully,

(District Education Officer)