

National Commission for Protection of Child Rights - NCPCR

REGULATORY GUIDELINES FOR HOSTELS OF EDUCATIONAL INSTITUTIONS FOR CHILDREN

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 Page 13 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 22 of the POCSO Act, 2012. It shall be the duty and responsibility of the Superintendent to spread awareness regarding POCSO E-Box of NCPDR 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.