



**RULES OF PROCEDURES
FOR REGULATING
STAND-ALONE HOSTELS FOR CHILDREN**

2019

National Commission for Protection of Child Rights (NCPCR)

**RULES OF PROCEDURES FOR REGULATING
STAND-ALONE HOSTELS FOR CHILDREN**

**CHAPTER I
INTRODUCTION**

(1) Title and Scope of the Rules of Procedures for Regulating Stand-Alone Hostels for Children

- (i) These Rules of procedures for regulating stand-alone hostels for children may be called “Rules of procedures for regulating stand-alone hostels for children for Stand-Alone Hostels for Children”.
- (ii) These Rules of procedures for regulating stand-alone hostels for children shall be applicable to any/all such commercial/charitable place(s) accommodating children in the age group of 6-18 years and is not aligned with/affiliated to/not part of any recognized educational institution but are either established under different Schemes/Departments/Ministries for providing residential facility to children for the purpose of formal/skill/vocational education/ sports/skill development/vocational training/cultural/miscellaneous arts or faith based education, or such non-government/private/any other places.
- (iii) Nothing contained in these Rules of procedures for regulating stand-alone hostels for children shall apply to the institutions registered under Section 41 of the Juvenile Justice (Care and Protection of Children) Act, 2015 and these institutions shall not house the children defined as CNCP and CICL under JJ Act, 2015.
- (iv) Nothing contained in these Rules of procedures for regulating stand-alone hostels for children shall apply to any institution that falls under the category of “children’s home”, “child care institution”, “fit facility”, “foster family”, “group foster care”, “observation home”, “open shelter home”, “special home”, “specialised adoption agency” under section 2 (19), (21), (27), (32), (40), (41), (57) of Juvenile Justice (Care and Protection of Children) Act, 2015.
- (v) These Rules of procedures for regulating stand-alone hostels for children will come into force after notification by the State.
- (vi) The Schemes/Regulatory bodies under various Ministries of Union/State Government responsible for regulating stand-alone hostels for the children in the age group of 6-18 years shall notify these Rules of procedures for regulating stand-alone hostels for children to bring uniformity in norms and standards.

(2) Definitions

- (i) “Appropriate Government” in relation to a stand-alone 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.
- (ii) “Competent authority” means an officer who is head of district social welfare/women and child development as applicable in States and UTs.
- (iii) “Child in conflict with law (CICL)” as defined in section 2 (13) of JJ Act, 2015
- (iv) “Child in need of care and protection (CNCP)” as defined in section 2 (14) of JJ Act, 2015
- (v) “District” means jurisdiction of District of the competent authority in respective States/UT.
- (vi) “Stand-alone hostels for children as defined in 1 (ii).
- (vii) “Employee” means any person appointed/engaged by the management of the “Stand-alone hostel for Children” who is involved in any activity of the said stand-alone hostel.
- (viii) “Fee” means expenditure of any kind incurred by the parents/guardian of child for the purpose of accommodation in such residential facility.
- (ix) “Charitable” means any non -profit making, non commercial institute/ entity/ organisation responsible for running and management of a stand-alone hostel.
- (x) “Child Welfare Committee (CWC)” means a Committee constituted as per Section 27 of the Juvenile Justice (Care and Protection of Children) Act, 2015.
- (xi) “District Child Protection Unit” (DCPU)” as defined under section 2 (26) of JJ Act, 2015.
- (xii) “Guardian” as defined under section 2 (31) of JJ Act, 2015
- (xiii) 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).
- (xiv) “Norms and Standards” means minimum mandatory requirements to establish and run a “Stand-alone hostel for children” as in point 4 (b) of these Rules of procedures for regulating stand-alone hostels for children.
- (xv) SCPCR means “State Commission for Protection of Child Rights” constituted under Section 17 of the Commissions for Protection of Child Rights Act, 2005.
- (xvi) “Screening Procedure” means method other than that of random selection for admission of a child.
- (xvii) RTE Act, 2009- The Right of Children to Free and Compulsory Education Act, 2009

CHAPTER II

ESTABLISHMENT OF STAND ALONE HOSTEL FOR CHILDREN

(3) Registration of Stand-Alone Hostel

- (i) After the enforcement of the Rules of procedures for regulating stand-alone hostels for children by notification, no stand-alone hostel shall run without registration within the time period of six months (or as stated in notification) from the date of notification of the said Rules of procedures for regulating stand-alone hostels for children.
- (ii) Registration under these Rules of procedures for regulating stand-alone hostels for children shall be mandatory for any/all stand-alone hostel(s) for children in the age group of 6- 18 years either regulated or established under any scheme by any council/ statutory body/ department/ board/ NGO/ trust/ society/ firm/ company/ group or individual.

(4) Procedure of Registration

- (i) The management of every stand-alone hostel in existence on the date of the enforcement of these Rules of procedures for regulating stand-alone hostels for children as per point 3 and of every stand-alone hostel proposed to be established on or after that date of notification shall make an application, in prescribed format, to the competent authority for registration to run such stand-alone hostel, as the case may be;
- (ii) Every such application shall-
 - (a) be in the prescribed form as annexed;
 - (b) contain the particulars as per the annexed norms and standards;

(5) Procedure of Granting Registration Certificate:

- (i) After receiving the application, the competent authority will scrutinize the applications.
- (ii) On receipt of application for registration from an existing or new stand-alone hostel, the appropriate Government may grant provisional registration, within one month from the date of receipt of application, for a maximum period of six months, considering the educational session of the child in order to bring such institution under the purview of these Rules of procedures for regulating stand-alone hostels for children, and shall determine the capacity of the hostel which shall be mentioned in the registration certificate.

The State Government shall conduct a detailed inspection where provisional registration has been granted or management of the institution or the organisation as laid down under the Rules of procedures for regulating stand-alone hostels for children.

Provided that if the said institution does not fulfill the prescribed criteria for registration, within six months, the provisional registration shall stand cancelled.

- (iii) The State Government may not grant provisional registration where adequate facilities do not exist in the hostel applying for registration and the State Government shall issue an order before the expiry of one month from the date of receipt of the application that the institution is not entitled for even provisional registration.

If the appropriate Government does not issue a provisional registration certificate within one month from the date of application, the proof of receipt of application for registration shall be treated as provisional registration to run a hostel for a maximum period of six months.

- (iv) 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 conduct a detailed inspection where provisional certificate has been granted.
- (v) The State Government shall after verifying that provisions exist in the stand-alone hostel for children, health, education, boarding and lodging facilities, vocational facilities and rehabilitation as per these Rules of procedures for regulating stand-alone hostels for children, may issue a registration certification to such hostel.

Provided the stand-alone 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 stand-alone hostel and the stand-alone hostel also fulfills the requisite norms and standards as per number of sanctioned seats before recommending registration.

- (vi) The State Government, while taking a decision on the application for registration, may consider the following namely:
 - (a) registration of the organisation under any law for the time being in force;

- (b) details of physical infrastructure, water and electricity facilities, sanitation and hygiene, recreation facilities;
 - (c) financial position of the organization and maintenance of documents along with audited statement of accounts for the previous three years;
 - (d) resolution of the Governing Body to run the institution or an open shelter;
 - (e) plan to provide services for children such as medical, educational, counselling, etc., in case of new applicants and details of such services provided in case of existing hostels ;
 - (f) arrangements of safety, security and transportation;
 - (g) details of other support services run by the organisation;
 - (h) details of linkages and networking with other governmental, non-governmental, corporate and other community based agencies on providing need-based services to children;
 - (i) details of existing staff with their qualification and experience;
 - (j) details of registration under Foreign Contribution Regulation Act and funds available, if any;
 - (k) a declaration from the person or the organisation regarding any previous conviction record or involvement in any immoral act or in an act of child abuse or employment of child labour;
 - (l) any other criteria as prescribed by the State Government.
- (vii) If the application for registration is not disposed of within six months by any officer or officers of any appropriate Government, it shall be regarded as dereliction of duty on their part by their higher controlling authority and appropriate departmental proceedings shall be initiated.
 - (viii) The period of registration of a hostel shall be five years, and it shall be subject to renewal in every five years.
 - (ix) All institutions running stand-alone hostels for children, whether run by the government or non-government organisation or individual, shall be mandated to be registered.

(6) Grant of Certificate of Registration:

On receipt of an application under point 4 (ii), 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 representation.

(7) Renewal of Registration:

- (i) All hostels shall be bound to seek renewal of registration three months prior to the expiry of the period of registration and in case of their failure to seek renewal of registration before the expiry of the period of registration of the institution, the hostel shall cease to be an institution registered under section 5 of these Rules of procedures for regulating stand-alone hostels for children
- (ii) An application for renewal of registration of a hostel shall be disposed of within sixty days from the date of receipt of application.
- (iii) The decision on renewal of registration shall be based on inspection done by the two member committee.

(8) Power to Withdraw Registration:

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

- (i) 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 Rules of procedures for regulating stand-alone hostels for children 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 Rules of procedures for regulating stand-alone hostels for children at any stage.
- (ii) 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 stand-alone hostels.
- (iii) In case of any serious violation or threat to life of children in a stand-alone hostel, the district magistrate/district collector may use his/her executive powers conferred by the law in force at the time being and shall have the power to issue order for immediate closure of such stand-alone hostel and shifting of children to another safe and secure environment, with immediate effect.

(9) Procedure for Closure

- (i) No stand-alone 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.
- (ii) If the approval is sought in mid-term of teaching, the competent authority before granting approval for closure has to ensure that the children are transferred to any

other such registered accommodation thereby ensuring the continuity of the academic session of the children residing in the hostel.

(10) Procedure to Withdraw Registration:

- (i) Before withdrawing registration under points 8(a) and/or 8(b), the competent authority have to give the management of the stand-alone hostel an opportunity for making its representation.
- (ii) The competent authority before withdrawing the registration and issuing order to close down the institution has to ensure that the children are transferred to any other such registered accommodation thereby ensuring the continuity of the session.
- (iii) If in any case NCPCR/SCPCR does not find a stand-alone hostel fit in their observation in the best 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.

(11) List of Stand-Alone Hostels:

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

(12) Admission in Stand-Alone Hostels:

- (i) In case of the Government run/ aided Stand-alone hostels, the procedure of admission should be in accordance to the norms specified by the appropriate government in such hostels.
If in case of Stand-Alone hostels managed/ run/ established under any scheme of Central/State Government, the procedure of admission shall be as prescribed in scheme as per laws.
In case of private/unaided/commercial/charitable hostels, the Management shall be responsible to lay down criterion for admission.
- (ii) The admission in the stand-alone hostel should be done by parents of the child and/or guardian through written consent letter.
- (iii) No child who falls in the category of CNCP or CICL should be admitted in such stand-alone hostels.
- (iv) After completion of the process of admission, the management of the Stand-alone hostel shall prepare a list of children every year. Withdrawal or new admission in the hostel shall be intimated to the CWC.

(13) Fees

- (i) If any hostel charges fees the same shall be charged only on monthly or quarterly basis.
- (ii) The fees charged by private/unaided/commercial institute/ entity/ non-charitable organization responsible for running and management of a stand-alone hostel shall be regulated by appropriate government.
- (iii) The stand-alone hostel while admitting a child should not collect any capitation fee.
- (iv) If in case the Stand-alone 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 STAND-ALONE HOSTEL

(14) Stand-Alone Hostel Staff

- (1) A stand-alone hostel shall maintain an adequate number of staff to manage the stand-alone hostel. The strength of stand-alone hostel personnel shall be directly related to the number of children residing in the stand-alone hostel to effectively manage the day to day running of the stand-alone hostel complex.
- (2) A stand-alone hostel shall engage a Superintendent or Superintendents to supervise the activities of the stand-alone hostellers. The number of Superintendents engaged shall be on a ratio of one (1) Superintendent for a unit of 100 children or less. Additional Superintendent or Superintendents shall be provisioned by the management running the stand-alone hostel, in case of a unit more than 100 stand-alone hostellers.
- (3) In case the number of children is less than 25, Superintendent shall discharge the duties of Warden.
- (4) The recruitment or engagement of superintendents shall be executed by the management of the stand-alone 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 stand-alone hostel, including the welfare, study and recreation activities of stand-alone hostel students.
 - (ii) The post of superintendent shall be full time in nature.
- (5) It shall be required for management of stand-alone hostels to provide superintendents to care for the girl and boy stand-alone hostellers separately, who shall be engaged full time.

- (6) The stand-alone hostel shall engage the following staff in adequate number as prescribed by the competent authority viz;
- a) Superintendent- one superintendent for 25-50 children; one additional warden for every next 50 children
 - b) Counsellor and Nurse/Paramedic- On visit basis
 - c) Security Personnel as appropriate to be decided by Management
 - e) Sweeper
 - f) Cleaner,
 - g) Helper, Cook, Kitchen Staff, Clerk, Office assistants- as required

The number of posts in each category of staff shall proportionately increase with the increase in the capacity and intake of the institution.

- (7) Superintendent and Warden shall be oriented/trained/sensitized time to time on the child rights issues. It is desirable that appropriate government shall make appropriate provisions for the same.
- (8) In case of stand-alone hostel housing girls, only female Person-in charge and staff shall be appointed.
- (9) Any person associated with a stand-alone hostel should not have been convicted of an offence or have been involved in any immoral act or in act of child abuse or employment of child labour or in an offence involving moral turpitude or hold any office in any political party during his tenure.
- (10) No person shall be appointed to or work in a stand-alone hostel without police verification.
- (11) The management of the stand-alone 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.
- (12) It shall be the responsibility of the management committee of the stand-alone hostel that no child shall be forced/ influenced to follow any faith, identity, name, family relation of children and nationality with any unlawful interference.

(15) Duties and Responsibilities:

(1) Stand-alone hostel Superintendent;

- i. Superintendent shall be the overall in-charge of the stand-alone hostel.
- ii. Superintendent of the stand-alone hostel shall maintain regularity and punctuality

in attending the residential educational institutions.

- iii. The Superintendent shall be responsible for preparing the daily routine for children residing in the stand-alone hostel. He shall also be responsible for overall development of children and ensure that the said daily routine is adhered to diligently.
- iv. Check and keep updated records of all children at all times.
- v. Ensure the safety, security and psychological well-being of children residing in stand- alone hostel.
- vi. Immediately report the matter to concerned officials of district administration, in connection to any violations of rights of children.
- vii. Ensure reporting of serious offences pertaining to child abuse and child sexual abuse as prescribed in Section 19 of the POCSO Act, 2012. It shall be the duty and responsibility of the Superintendent to spread awareness regarding POCSO E-Box, safe touch-unsafe touch of NCPCR amongst all the children residing in the stand-alone hostel.
- viii. Superintendent should ensure regular health check-up of children at least once per quarter by a registered medical practitioner.
- ix. Superintendent shall ensure overall improvement of the condition of the hostel from time to time;
- x. Superintendent shall ensure reviewing the standards of care are being followed;
- xi. 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.
- xii. 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.
- xiii. The superintendent shall ensure that the children's committees are provided with essential support and materials including stationary, space and guidance for effective functioning.
- xiv. The Superintendent of stand-alone 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.
- xv. The Superintendent shall ensure that the hostel 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.
- xvi. And such other activities defined in Rules of procedures for regulating stand-alone hostels for children or as deemed fit.

(2) Stand-Alone Hostel Warden:

- i. Warden shall take regular attendance of children twice a day.
- ii. Inspect the dormitories and other premises of stand-alone hostel on daily basis.
- iii. Take necessary action deemed fit and report any matter pertaining to sickness, injury, abuse of children in stand-alone 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 Stand-Alone Hostel

(1) The Management Committee shall comprise of:

- (i) The Chairperson of the Management Committee of the stand -alone hostel shall be nominated by the Board/Management or Trust responsible for running of the said hostel.
- (ii) Superintendent/Warden - Member-Secretary;
- (iii) Medical Officer – Member;
- (iv) Principal or a representative Teacher nominated by the Principal in his absence from nearest Government School –Member;
- (v) Social Worker/ Psychologist/ Counselor
- (vi) two child representatives from each of the Children's Committees – Members;

(vii) any other special invitee with the consent of the Chairperson and management of the stand-alone hostel.

- (2) The information of the Management Committee along with details of its Members shall be sent to DCPU for information.
- (3) The Management Committee shall meet at least once every month.
- (4) The Management Committee shall;
 - (i) Set up a complaint and redressal mechanism in every stand-alone hostel and a Children's Suggestion Box shall be installed in every institution at a place easily accessible to children away from the office set up and closer to the residence or rooms or dormitories of the children.
 - (ii) The key of the Children's Suggestion Box shall remain in the custody of the Chairperson of the Management Committee and shall be checked every week by the Chairperson of the Management Committee or his representative from District Child Protection Unit, in the presence of the members of the Children's Committees.
 - (iii) If there is a problem or suggestion that requires immediate attention, the Chairperson of the Management Committee shall call for an emergency meeting of the Management Committee to discuss and take necessary action.
 - (iv) In the event of a serious allegation or complaint against the Person-in-charge of the stand-alone hostel, he shall not be part of the emergency meeting and another available member of the Management Committee shall be included in his place.
 - (v) All suggestions received through the suggestion box and action taken as a result of the decisions made in the emergency meeting or action required to be taken shall be placed for discussion and review in the monthly meeting of the Management Committee.
 - (vi) A Children's Suggestion Book shall be maintained in every institution where the complaints and action taken by the Management Committee are duly recorded and such action and follow up shall be communicated to the Children's Committees after every monthly meeting of the Management Committee.
 - (vii) The Board or Committee shall review the Children's Suggestion Book at least once a month.
 - (viii) The complaint box shall be accessible by the Chairperson of the Committee or any other person authorised by him.

(17) Children's Committees-

- (1) Person-in-charge of every institution for children 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.
- (2) Such children's committee shall be encouraged to participate in following activities:
 - (i) improvement of the condition of the institution;
 - (ii) reviewing the standards of care being followed;
 - (iii) preparing daily routine and diet scale;
 - (iv) developing educational, vocational and recreation plans;
 - (v) respecting each other and supporting each other in managing crisis;
 - (vi) reporting abuse and exploitation by peers and caregivers;
 - (vii) creative expression of their views through wall papers or newsletters or paintings or music or theatre;
 - (viii) management of institution through the Management Committee.
- (3) The Superintendent/warden 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.
- (4) The Superintendent/warden shall ensure that the children's committees are provided with essential support and materials including stationary, space and guidance for effective functioning.
- (5) The Superintendent/warden may, as far as feasible, seek assistance from local voluntary organisations or child participation experts for the setting up and functioning of the children's committees.
- (6) The Management Committee shall seek a report from the Superintendent/warden on the setting up and functioning of the children's committees, review these reports in their monthly meetings and take necessary action or place the same before the Board or the Committee, wherever required.

NORMS AND STANDARDS

(18) **Norms and standards** governing stand-alone hostels and residential educational institutions for children in the age group of 6- 18 years

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

A. Stand-Alone hostels:

- (a) While children of both sex below 10 years may be kept in the same home, separate bathing and sleeping facilities shall be maintained for boys and girls in the age group of 6-11 years;
- (b) children in the age group of 11-15 years shall be accommodated in separate hostel facilities from children in the age group of 16- 18 years;
- (c) Boys and girls above the age of 10 years shall be accommodated in separate hostels.
- (d) Any educational institution having students above 18 years should have separate residential facilities for children below 18 years as per the said Rules of procedures for regulating stand-alone hostels for children.
- (e) The warden and superintendent shall stay within the institution provided with quarters and in case of leave or 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, all-weather appropriate 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 stand-alone hostels covered under the Rules of procedures for regulating stand-alone hostels for children 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 25 children may be as under:

Sl. No.	Item Description	Dimension
(i)	Dormitories	Each 1000 Sq.ft. for 25 children.
(ii)	In case of rooms	In case of rooms 40 sq. ft. area for each child shall be provisioned
(iii)	Library and Study Rooms	300 Sq.ft. for 25 children.
(iv)	Kitchen	250 Sq. ft. for 25 children
(v)	Dining hall	Minimum 250 Sq. ft. for 25 children
(vi)	Store	150 Sq.ft. for children
(vii)	Recreation room	250 Sq.ft.
(viii)	3 Bathroom	25 Sq.ft. each i.e. 75 Sq. ft.
(ix)	4 Toilets	25 Sq. ft. i.e. 200 Sq.ft.
(x)	Office area	Appropriate area
(xi)	Residence for Person-in-charge	(a) 2 rooms of 250 Sq.ft. each (b) Kitchen 75 Sq.ft. (b) bathroom cum toilet 50 Sq
(xii)	Sickroom/First-aid room/Guidance and Counseling	Appropriate facility and adequate area
(xiii)	Outdoor sports facilities	Adequate sports facilities as required

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

- (a) It should be ensured by the Superintendent of the stand-alone hostel that the clothing and bedding of children during their stay in stand-alone 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. No.	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.	Quilt/Wollen blanket	1 at the time of admission and subsequently 1 after every 2 years (in cold region in addition to the blankets).
8.	Mosquito net	As required
9.	Cotton towels	2 at the time of admission and subsequently 1 after every 3 months.
B. Clothing for Girls		
Sl. No.	Article	Quantity per child
1.	Skirts and Blouse or Salwar Kameez or Half Sari with Blouse and Petticoat	5 sets per year for girls depending on age and regional preferences.
2.	Age appropriate undergarments	3 sets every quarter.
3.	Sanitary Towels	12 packs per year for older girls.
4.	Woollen Sweaters (full sleeves)	2 sweaters yearly.

Sl. No.	Article	Quantity per child
5.	Woollen Sweaters (Half sleeves)	2 sweaters yearly.
6.	Woollen Shawls	1 per year.
7.	Nightwear	2 sets every 6 months.
B. Clothing for Boys		
Sl. No.	Article	Quantity per child
1.	Shirts	2 at the time of admission and subsequently 1 after every 6 months.
2.	Shorts	2 at the time of admission and subsequently 1 after every 6 months for younger boys.
3.	Pants	2 at the time of admission and subsequently 1 after every 6 months for older boys.
4.	Age appropriate undergarments	3 sets every quarter.
5.	Woollen jerseys (full sleeves)	2 yearly.
6.	Woollen jerseys (half sleeves)	2 yearly.
7.	Woollen Caps	1 in 1 year.
8.	Kurta Pajama for night wear	2 sets every 6 months.
C. Miscellaneous Articles		
1.	Slippers	1 pair at the time of admission and subsequently after every 6 months.
2.	Sports shoes	1 pair at the time of admission and subsequently 1 pair after every 1 year.
3.	Handkerchiefs	2 at the time of admission and subsequently 2 after every 2 months.
4.	Socks	3 pairs every six months.
5.	Stationery	As per need.

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

D. Toiletry		
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.

- (a) In case of government/government aided hostels, each child shall be provided adequate number of uniform as per the schemes of the government applicable on the stand- alone hostels for (boys and girls). However, shoes should be treated as integral part of the uniform for children.
- (b) In case of private/unaided hostels where the above facilities including uniform are not provided by the hostel, and are provided by the parents/guardian, the hostel should intimate minimum standards as prescribed them at the time of admission of the child and ensure the fulfillments of basic requirements of the child as per the norms.
- (c) 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.

- (d) The following items shall be provided for maintaining the Stand-alone hostel in a healthy and sanitary condition:

Sl. 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 stand-alone 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 insinuator in girls stand-alone 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.

4. Daily Routine.-

- (1) Every Stand-alone hostel for Children 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 stand-alone 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, 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.

5. Nutrition and Diet Scale.-

The following nutrition and diet scale shall be followed by the stand-alone hostels, namely:

- (i) the children shall be provided four meals in a day including breakfast; the meal time shall be decided by the Hostel on basis of school timing/geographical requirements.
- (ii) during 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 stand-alone hostel shall strictly adhere to the minimum nutritional standard and diet scale suggested as specified below:

S.No.	Name of Item	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
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	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.
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 Gram Daal	50 gms.
24.	Mustard Seeds	50 gms.
25.	Ajwain Seeds	50 gms.

On Chicken Day for 10 Kg. of Chicken		
S.No.	Name of Item	Scale per head per day
26.	Garam	10 gms.
27.	Kopra	150 gms.
28.	KhasKhas	150 gms.
29.	Groundnut	500 gms.
For Sick Children		
30.	Breard	500 gms.
31.	Milk	500 ml.
32.	Khichdi	300 gms.
Other		
33.	LP Gas or any other Eco friendly fuel for Cooking only	

- (a) Children may be provided special meals on holidays, festivals, sports and cultural day and celebration of national festival.
- (b) Sick children shall be provided special diet according to the advice of the doctor on their dietary requirement.
- (c) The requirement of each child shall also be taken into account including need for iron, folic acid, calcium and zinc supplements.
- (d) 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.

(e) Meal Timing and Menu (suggestive) :

Breakfast

- (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.

Lunch and Dinner

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

Note: Meal timings shall be in accordance with the educational time table of children

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 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 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 stand-alone 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.

(19) Mental Health

- (i) It should be ensured that the environment in a stand-alone hostel shall be free from abuse, allowing children to cope with their situation and build confidence.
- (ii) Whenever required, Hostel shall seek advice from psychologist, counselor and provide required therapy/intervention.
- (iii) No child shall be administered medication for mental health problems without a psychological evaluation and diagnosis by trained mental health professionals.
- (iv) Medicines should be administered to the children only by trained medical staff and not by any other staff of the Stand-alone hostel.

Provide or arrange for counseling and ensure specific mental health interventions for those in need of such services.

(20) 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 play materials shall be provided 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

(21) Monitoring and Redressal of Grievances

- (i) The various Ministries/Departments of the Government (Union/State/UT) providing stand-alone hostels under their schemes shall prescribe proper monitoring systems as integral part of their schemes.
- (ii) Any stand-alone 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/ Child Welfare Committee (CWC), whenever it considers necessary and may communicate the observations to the appropriate Government or competent authority.
- (iii) The competent authority should direct the management to rectify the defects, if any, found during the course of the inspection, within a stipulated time.
- (iv) The District Magistrate/ District Collector shall constitute a District Inspection Committee which may comprise of one representative from ; District Child Protection Unit (DCPU), District Child Protection Officer (DCPO), District Welfare Officer (DWO), District Social Welfare Officer, District Tribal Welfare Officer District Education Officer (DEO), for periodic and regular inspections of the stand-alone 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 maybe taken up appropriately by the District Magistrate and resolve any/all such gaps emanating through such reports.

- (v) The CWC may conduct inspection of stand-alone hostels to ensure that no CNCP or CICL child is accommodated in the said hostel where the inspection has been carried out.
- (vi) In the event violation made by the stand-alone hostel by housing CNCP and CICL children, shall be treated as violation of Section 75 of the Juvenile Justice (Care and Protection of Children), Act, 2015 and other laws as applicable.
- (vii) The District Inspection Committee shall carry out inspections of the stand-alone hostels in prescribed form.
- (viii) The District Inspection Committee shall carry out random inspections quarterly of the stand-alone hostels housing children to determine whether such institution is housing children in need of care and protection.
- (ix) The District Inspection Committee shall submit report to the District Magistrate.
- (x) The District Inspection Committee shall interact with the children during visits to the institution to determine their well-being and to get their feedback.
- (xi) The inspection of the facilities housing children in the district shall be carried out at least once every three months.

CHAPTER VI

ACCOUNTS AND AUDIT

(22) Accounts and Audit

- (i) Separate annual accounts of Stand-alone hostels be maintained by the organization/institution/Head of Institution running the Stand-alone hostel.
- (ii) The annual accounts should be audited at least once in every year by the auditors appointed by the management for this purpose.
- (iii) The management has to furnish the audit report at the time of application for renewal of recognition to the competent authority.
- (iv) Further, the management has to furnish details of foreign contribution received.

CHAPTER-VII

MISCELLANEOUS

(23) Directions of the Appropriate Government

- (i) Without prejudice to the provisions, the appropriate government may, from time to time, issue such directions regarding the management of a stand-alone hostel as it

may think fit and it would be the duty of the competent authority to implement such directions within such time as may be prescribed by the competent authority.

- (ii) Any work/duty discharged by any official duly authorised under the provisions contained in these Rules of procedures for regulating stand-alone hostels for children must be treated as 'administrative work' of the appropriate Government.

(24) Appeal

- (i) Any management aggrieved by any decision of the competent authority under any of the provisions of these Rules of procedures for regulating stand-alone hostels for children 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.
- (ii) Provided that the appellate authority may, in its discretion, allow further time as per section 5 of Limitation Act, 1963 for preferring any such appeal, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.
- (iii) 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.