

সৰ্বশিক্ষা অভিযান, অসম  
সকলোৰে পঢ়োঁ সকলোৰে আগবাঢ়োঁ

OFFICE OF THE MISSION DIRECTOR

**AXOM SARBA SIKSHA ABHIYAN MISSION**

KAHILIPARA, GUWAHATI-781 019, ASSAM

42

No. SSA/Res.School/372/2011/3085

Date: 29/8/11

From: L. S. Changsan, IAS  
Mission Director  
SSA, Assam

To: The District Mission Coordinator  
SSA, Kamrup and Cachar District.

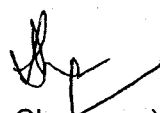
Sub: **Guidelines and action schedule for opening and running of Residential School in urban area.**

Sir,

Please find herewith the guideline and action schedule for opening and running the Residential School for boys in urban area.

You are requested to read the guideline carefully and to take necessary steps to open the said Residential School. The DPO-AS of your district should be given specific responsibilities in this regard.

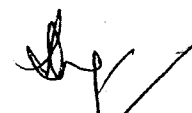
Yours faithfully,

  
(L. S. Changsan)  
Mission Director  
SSA, Assam  
Date: 29/8/11

Memo No: SSA/Res.School/372/2011/3085-A

Copy to:

- 1) The Deputy Commissioner, Kamrup (Metro), for information.
- 2) The Deputy Commissioner, Cachar, for information.
- 3) Chief Accounts officer, SMO, SSA, Assam for information.

  
(L.S.Changsan)  
Mission Director  
SSA, Assam

**GUIDELINES AND ACTION SCHEDULE FOR OPENING AND RUNNING THE RESIDENTIAL SCHOOL IN URBAN AREA.**

**Background:**

The scheme of residential schools for boys and girls was launched by the Government of India on the ground that there are some areas where it is unviable to set up the schools. These include sparsely populated or hilly and dense forest areas with difficult geographical terrain. Also in urban areas there are a number of urban deprived children, homeless and street children in difficult circumstances, without adult protection, who require not merely day schooling facilities, but also lodging and boarding facilities.

**Scope/Coverage of the scheme:**

In the above mentioned situations and areas it may not be possible to provide neighbourhood schools and the children in such areas need to provide residential facilities. These residential facilities will cover both boys and girls in the age group of 10-14 years. In the first phase, SSA Assam is going to implement the scheme in the urban areas preferably in the cities and big town in the state, subject to prevailing situation and status of children mentioned above, only for boys.

**Residential school will be set up to cover the following categories of children:**

- a) To cater to the large number of urban deprived children, particularly homeless and street children without adult protection
- b) Children in very small hamlets with small population.

**Strategies**

Initially the proposed school shall be opened in a rented or unoccupied government building after deciding the location, till the completion of its own permanent Building. The location should preferably be at a distance of minimum 7 to 10 km from railway station, bus station etc.

**Identification and finalisation of venue for residential school:**

The District will identify the venue for opening the residential school and it should be adequate and suitable for residential school. The Following points should be kept in mind while identifying the venue of the building.

(i) The proposed site should be adequate and suitable for residential school and it should preferably be established at distance of minimum 7 to 10 km from railway station and bus station.

(ii) The building should be a government building lying unused, or unused building of any autonomous body controlled by government, or a rented premises.



(iii) Necessary permission of the concerned authority having the custody of the building should be acquired and an agreement will have to be signed between the concerned authority and SSA.

(iv) The site should have medical facilities and market nearby. There should be facilities to have an easy contact with police station and should not be far away from the residential area.

(v) The provision of adequate securities in the building/campus should be more prioritised. The environment should be good in terms of health and hygiene and a good learning atmosphere has to be emphasised.

(vi) An open space within the campus is most essential for use as play ground.

**System of operationalisation/running the residential school**

There will be three tier systems to be adopted in the whole plan of operationalisation of the residential school scheme which is given below:

- a) Drop in centre/observation home.
- b) Hostel
- c) Class room/schooling

**Separate entity will have to be maintained regarding drop in center/observation home, Hostel and school i.e. class room transaction.**

**(a) Drop in centre**

As an when a child arrives at the centre he must be admitted in to the drop in centre/observation home, where the child will be looked after with specific attention. Proper counseling will have to be done for these children. Immediately after inclusion in the drop in center the special medical checkup of each child is mandatory. Each child will have to stay at least for four months in the observation home/drop in center. After rigorous effort and required support, the children will be transferred to hostel in phased manner subject to satisfactory development of the child both physically and mentally. The observation home and hostels shall be child friendly and in no way shall they look like a jail or a lockup.

**(b) Home /Hostel**

A comprehensive "individual child care plan" has to be carefully worked out for operationalisation of hostel with distinct objective for child based on age specific and gender specific needs and the case history of the child, prepared in consultation with the child, in order to restore the child's self esteem, dignity and self worth and nurture him in to a responsible citizen and accordingly, a plan shall address the following needs of the child:

- (i) Health needs
- (ii) Emotional and psychological needs;
- (iii) Educational and training needs;

- (iv) Leisure, creativity and Play;
- (v) Attachments and relationships;
- (vi) Protection from all kinds of abuse, neglect, maltreatment and exploitation.
- (vii) Social mainstreaming –and
- (viii) Follow-up (post release and restoration).

**Principle of equality and non discrimination**

- (a) Equality of access, equality of opportunity, equality of treatment shall be guaranteed to every child.
- (b) There shall be no discrimination against a child in conflict with law on the basis of age, sex, place of birth, disability, health, status, race, ethnicity, religion, cast, cultural practices or behavior of the juvenile or the child.

**Principle of non-stigmatizing semantics, decision and action.**

The use of adversarial or accusatory words or any slang or unsocial words such as- arrest, accused, charge sheet, Prosecution, Jail etc is prohibited in the processes pertaining to the child or juvenile in conflict.

The positive measures shall have to be adopted/taken for reducing vulnerabilities and reducing the need for intervention as well as effective, fair and human dealing of the child.

**Daily Routine:**

- (a) Every residential school shall have a daily routine for the children developed in consultation with the concerned teachers, counsellor and other staff. This shall be prominently displayed within the institution.
- (b) The daily routine shall provide, inter-alia, for a regulated and disciplined life, personal hygiene and cleanliness, physical exercise, yoga, educational classes, vocational training, organized recreation and games, moral education, group activities, prayer and community singing and specific programme for Sundays and holidays.

**Medical care:**

Every residential school shall:-

- (a) in convergence with NRHM maintain a medical profile of each juvenile or child on the basis of monthly medical check up and provide necessary medical facilities.
- (b) ensure that the medical profile include weight and height records, any sickness and treatment, and other physical and mental psychological problem.

- (c) have arrangement for the medical facilities, including a doctor on call, available on all working days for regular checkup and treatment of the children as an when necessary in convergence with Health Depptt/NRHM etc.
- (d) have sufficient medical equipment to handle minor health problems including first aid kit with stock of emergency medicines and consumables.
- (e) train all staff in handling first aid.
- (f) tie-up with local primary health care center, government hospital, medical colleges, other hospitals, clinical psychologists and psychiatrists and mental health institution for regular visit by their doctors and for holding periodic health camps within the school campus.
- (g) take preventive measures in the event of outbreak of contagious or infectious diseases.
- (h) refer such children who require specialized drug abuse prevention and rehabilitation programme, to an appropriate centre administered by qualified personal where these programmes shall be adopted to the age, gender and other specification of the concerned child.

**1. The following procedure shall be followed in respect of the children for new admission:**

- (a) Search and receiving.
- (b) disinfection and storing of juvenile's/child's personal belongings and other valuables.
- (c) bath and haircut (unless prohibited by religion)
- (d) medical examination and treatment where necessary.
- (e) Segregation in special earmarked dormitories or wards in case of child suffering from contagious disease required special care and caution.

**2. Every newly admitted child shall be familiarized with the institution and its functioning and shall receive orientation in the following areas:**

- (a) personal health hygiene and sanitation.
- (b) institutional discipline and standard of behaviour, respect to elders and teachers.
- (c) daily routine, peer interaction, optimum use of development opportunities- and
- (d) rights responsibilities and obligation within the institution.

**Principle of Right to be heard**

Every child's right to express his views freely in all matter affecting his interest shall be freely respected through every stage in the process of juvenile justice. Children's right to be heard shall include creation of developmentally appropriate tools and processes of interacting with the child, promoting children's active involvement in the decision regarding their own lives and providing decision and debate.

**Principle of fresh start**

The principle of fresh start promotes new beginning for the child or the juvenile in conflict with law by ensuring erasure of his past records.

**Admission of outsider**

No stranger shall be admitted to the premises of the school/institution, except with the permission of the officer in charge/ superintendent or an order from the concerned component in charge of the district office.

**Duties of the Superintendent and other caretakers**

The general duties, functions and responsibilities of a Superintendent and other caretakers shall be as follows-

- a) handling juvenile or child with love and affection
- b) taking proper care and welfare of the child
- c) maintaining discipline among the juvenile or the children.
- d) maintenance, sanitation and hygiene.
- e) implementing daily routine in an effective manner and ensuring children's involvement.
- f) Looking after the security and safety arrangements of the hostel and campus, and-
- g) Escorting juvenile or children, wherever they go out of the hostel.
- h) Proper maintenance of building and premises.
- i) Prompt action to meet emergencies.
- j) Supervision over office administration, including attending to personnel welfare and staff discipline.
- k) maintenance of all records and registers.
- l) liaison and coordination with the district functionaries, SMO officials and other related govt. departments.

**School and class room transaction**

The school or class room part is a separate wing in the entire concept of residential school particularly where the homeless, street children, without adult protection or deprived children are enrolled and facilitated. For this type of interventions the teacher will have to take a dual part i.e. exclusively as teachers, when they teach the children in the classroom and as parents or friends when they handle the children in the hostel. The learning level of each student will have to be ascertained by conducting test or such activities at the beginning. Accordingly the academic support will have to be given to the children in different levels subject to their eligibility and merit. The school will run as per schedule applicable to the other Government or private school. Along with the academic support a motivational support is also to be done, so that the character of the children will be mould in such a way that the children can imagine hopes and dreams in their life.

**The staff pattern of – Drop in centre/ observation home, hostel and school.**

- a) Drop in centre/ observation home
  - (i) Counsellor-one

- (ii) Management Assistant – one
- (iii) Computer operator- one
- (iv) Peon – one (for Drop in centre and school)

**b) Hostel**

- (i) Superintendent cum administrative Officer.-one
- (ii) Administrative Asst. – one
- (iii) Chawkidar cum Mali- one
- (iv) Cook - one
- (v) Assistant Cook- one

**c) School**

- (i) Teacher for English subject- one
- (ii) Teacher (Arts) – one
- (iii) Teacher (Science) – one
- (iv) Music teacher- (part time)
- (v) Vocational instructor (part time)
- (vi) One Teacher or instructor in need base in part time tuition basis.

**Child welfare committee**

The local child welfare committee will be constituted by concerned District Mission Coordinator. The committee consists of the Chairperson and eight other members, of whom at least one shall be a women which is as follows-

- |   |                                 |
|---|---------------------------------|
| (i) Deputy Commissioner or his representative   | -Chairperson.                   |
| (ii) District Mission Coordinator-  | - Convenor and Member secretary |
| (iii) One nominated Police officer – nominated by the police Deptt. (not below the rank of DSP) |                                 |
| (iv) One Officer from Railway authority   | - Member.                       |
| (v) Joint director health concerned-  | - Member                        |
| (vi) Concerned Superintendent of food and civil supplies  | - Member                        |
| (vii) One personalities from reputed NGO  | - Member                        |
| (viii) One prominent educationists  | - Member                        |
| (ix) Local Political representative   | - Member                        |

**State level core committee for child care and protection**

- 1) Mission Director, SSA.
- 2) Director, Elementary Education
- 3) One person from police Deptt.( in the rank of DIG)
- 4) Director social welfare.
- 5) Representative of UNICEF.
- 6) One person from Reputed NGO.
- 7) State Consultant Girls Education and Residential school scheme.
- 8) President Bar Council.
- 9) President/ Secretary chamber of commerce.

(35)

**Coordinator of the Residential school.**

The District Mission Coordinator will assign the responsibility of the Residential School Coordinator upon the District Programme Officer- (AS) concerned.

**Selection of Superintendent cum Administrative Officer, Teacher, management Asstt., Administrative Asstt. and other staff.**

**Necessary Educational qualification, experience and age limit of the candidates.**

**(a) Superintendent cum Administrative Officer: (1 No)**

- (i) Graduate from recognized university with preference to the candidate having master's degree in sociology/social work with minimum one year experience in an organisation dealing with social development.
- (ii) The position is reserved for male candidate.
- (iii) Age limit not below 30 years and not above 45 years.

**(b) Management Asstt. :( 1 Post)**

- (i) Graduate from recognized University having B.com degree with 50% mark in aggregate.
- (ii) The position is reserved for male candidate (for Boys Residential School) and female (for Girls Residential School)
- (iii) Age limit not below 25 years and not above 40 years.

**(c) Administrative Asstt. One Post (1)**

- (i) Graduate from recognized University having 50% mark in aggregate and should have minimum one year job experience of similar nature.
- (ii) The candidate must be computer literate and shall have to submit the proof of computer education.

**(d) Counsellor: One (1)**

- (i) Graduate from recognized University and with any diploma in counseling from any recognized institutions with minimum two years experience with 50% marks in aggregate in degree course.
- (ii) Age limit not below 30 years and not above 45 years.
- (iii) The candidate should have a caring personality and willing to work hard in mission mode.

**(e) Computer Operator/ Electronic data Processor**

- (i) Graduate with minimum 1 year Diploma in Computer Application / DTP from reputed institution or Diploma in Computer Application from ITI or 3 years diploma from Polytechnic and 1 year work experience.
- (ii) Age not below 25 years and not above 40 years.



**(f) (a) Teacher of Arts Subject: - 1 (one)**

- (i) Graduate from recognized University with preference to the candidate having
- (ii) B.Ed/PSTE. from recognized /University
- (iii) Age limit not below 30 years and above 40 years.

**(b) Teacher for Science Subject: 1 (one)**

- (i) Graduate in Science from recognized University with preference to the candidate having PSTE/B. Ed. from recognized institution /University.
- (ii) Age limit not below 30 years and above 40 years.

**(c) Subject teacher for English**

Graduate in Arts from recognized University with preference to the candidate having major in English subject from recognized /University.

**(d) Music Teacher ( Part Time): 1 ( one)**

Should have minimum educational qualification of Higher Secondary Level and should have proficiency in playing Key board, guitar and teach in proper method. The above Music teacher engaged on part time tuition basis per day. The Music teacher will have to teach the children at least in three days a week.

**(e) Vocational Instructor**

Vocational Instructor may be engaged as and when organized such training in part time per day remuneration basis. No selection test is necessary for engagement of such vocational instructor.

**(f) Peon**

- (i) H.S.L.C. Passed from recognized Board.
- (ii) The candidate should have caring personality and willing to work hard in Mission mode.

**(g) Head Cook**

- (i) Having experience in cooking. The candidate should have a caring personality and willing to work hard in Mission mode.
- (ii) Age limit: 30 to 40 years.

**(h) Assistant Cook cum helper**

- (i) Having experience in Cooking. The candidate should have a caring personality and willing to work hard in Mission mode.
- (ii) Age limit: 30 to 40 years.

**(i) Chowkidar cum Mali**

- (i) At least Class-VIII passed and be of sound health and active.
- (ii) Age limit 30 to 45 years.

**Other requirement and Provision**

- (a) The Superintendent & Administrative Officer, Management Assistant, Administrative Assistant, Cook and the Chowkidar will have to reside in the School Campus.
- (b) The food & bed clothes will be provided in addition to their monthly remuneration.
- (c) The selected candidate will have to sign an agreement for 11 month period with the District Mission Coordinator concerned. The engagement will be purely temporary and contractual basis.
- (d) The engagement will not entitle the candidate with any right of any permanent engagement anywhere including SSA, Assam or Govt. of Assam.

**Interview Board for Selection of Superintendent, Administrative Officer, Counsellor, Teacher & other Staff:**

There will be an Interview Board to be notified by The DMC concerned as follows-

- (a) District Mission Coordinator- Chairperson
- (b) One Representative from Deputy Commissioner
- (c) Representative from State Mission Office, SSA
- (d) One prominent personality working in the field of education
- (e) One prominent personality dealing with and working in a NGO, related to social development and other issues.

**Selection process of Staff of Residential School**

- (i) The advertisement will be published in the news paper mentioning all detailed requirements and conditions mentioning above
- (ii) At least 8 days should be given for submission of application.
- (iii) All application should be scrutinized by DMC Office
- (iv) The candidate fulfilling the minimum requirement should be called for a test.

**Written Test and oral Interview**

There will be written test of 70 marks and oral interview of 30 marks at the District Mission coordinators Office or venue fixed by the District Mission Coordinator of the concerned District. The question paper will be supplied form SMO. After written test the answer script of the written test will be coded and portion having the name, Roll no. etc. will be detached. The coded answer script, portion having the name, Roll no. etc. attendance sheet of the candidate will be sealed and signed by the chairman and members of the interview board. The SMO representative will carry the sealed and signed packet of answer script to the SMO for evaluation. The interview board will take the oral interview of the candidates and the mark sheet of the oral interview, attendance of the candidate will be sealed and signed by the chairman and members of the interview board. The SMO representative will carry the sealed and signed packet of mark sheet of oral interview to SMO. The result of the

interview will be declared and the same will communicate to the District Mission Coordinators of the concerned Districts. Accordingly DMC will sign an agreement with the selected candidates for 11 months.

The selected candidate will have to undergo the training programme after signing of the agreement. Attending the workshop is a must for the selected candidate.

- (a) For the selection of Cook, Peon and Chowkidar the interview board will take oral interview for 100 marks. Marks will be given on the basis of their merit. The presence of State Representative is not mandatory in the grade IV employees.
- (b) Declaration of result for the grade IV position employees, the DMC will declare the results of selected candidates after having approval from the Mission Director, SSA.

**Training**

- (a) Training will be organized for all selected person as per need
- (b) All the training will be organized at State level or in District level considering the availability of logistic, infrastructure and other facilities.

**Academic Curriculum for children**

The formal curriculum recognized by the Elementary Education, Govt. of Assam will be applicable for Residential School. All major competencies on a particular level will be included for bridge course learners, as per need.

**Evaluation**

- (a) Weekly evaluation will be arranged to access the progress of each and every learners.
- (b) Half yearly evaluation will be considered to assess the achievement level of the children.
- (c) Final evaluation would be organized to ensure the achievement level of the children in the month of December.

**Co-curricular activities:**

Provision of games and sports, cultural programme and handicraft etc. would be included in Residential School Scheme.

**Supervision & Monitoring:**

All types of supervision monitoring and follow up action will have to be undertaken by concerned DMC & DPO i/c.

**Responsibility**

- (i) **Superintendent & Administrative Officer**

(31)

The Superintendent will be responsible for overall functioning of the Residential School i.e. for School, Observation Home & Hostel.

**(ii) Teacher**

- Classroom teaching learning process, regular academic support to children which includes evaluation and need assessment of children.
- Preparation of lesson plan, weekly evaluation etc. and will have to respond to concerned District level functionaries fortnightly. He/She will be responsible to support children and especially for home assessment.
- Maintaining progress records of every child.
- Organizing physical exercise, prayer, cultural activities, sports games etc. for children.

**(iii) Counsellor**

- Regular counseling with the children
- Recording of child history /case study, Medical Profile, education profile, Social profile etc.
- Sharing of children's nature, background and other status with Superintendent cum Administrative Officer & Administrative Asstt.
- Preparation of report of children for sharing with the stake holders committee.
- Identification of interest areas of the children and sharing with hostel and school staff for remedial measures.
- Documentation of all children profile by taking help of computer operator.

**(iv) Management Assistant**

- Over all day to day management of the Drop in centre/Observation Home (Centre).
- Assist with the works of Counsellor in all matters.
- Arrangement of vocational programme, recreation activities, sports and cultural programme for the children.
- Reporting of progress of children to the superintendent.
- Keep Vigil to the children in all respect.

**(v) Administrative Assistant**

- Arrangement of food, recreation, clothing, maintenance of campus including kitchen, bathroom, latrines etc.
- Assist to the superintendent in all matters.
- Maintaining of health and hygiene of children.
- Maintaining and keeping of all accounts of expenditures and reporting to district office time to time.
- He will consult with the superintendent and other staff as per need for each of the above mentioned activities before taking any decision.



**Convergence with other departments**

**1) Food and civil supply:**

- a) Supply of the food grains at controlled rate ( Rice, Sugar, Atta, Kerosene oil etc)

**2) Health**

- a) Monthly health check up (free of cost)
- b) Free supply of essential medicines and vaccination etc
- c) Free bed in the hospital
- d) Classes in health, hygiene and preventative measures by Health educator/Doctors

**3) DRDA and Public Health**

- Sanitation and relevant matters

**4) State Bank of India/National Banks**

- a) Exposure visit
- b) Scholarship
- c) Books-TV set etc

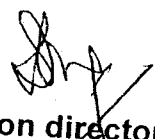
**5) Social welfare**

- a) Convergence with concerned officer of the district social welfare department.

**6) Police Department**

Keep contact with concerned Police station as well as district Police administration for all sorts of help as per need.

**7) Civil Administration**

  
**Mission director,  
SSA, Assam**

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