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PROCEEDINGS OF THE GOVERNMENT OF KARNATAKA

Sub: Proposal for the starting of Hostel for Girls at District Level - regarding.

READ: D.O. letter No. DWCW/Plan CRE/90-91, dated: 07.12.90 from the Director of Women & Child Development, Bangalore.

PREAMBLE: The Director of Women & Child Development in their letter read at above has stated that several studies in the State have revealed that due to low level of literacy among Women the status of women has not improved. The literacy level of women is 24%. Female children are not encouraged to pursue their education especially in rural areas due to poverty. The second reason for the large dropout rate of girls from schools is due to the location of schools far away from their villages/homes and most of the economically weaker sections of the society are residing in rural areas.

Further the literacy level of all ages of female population as per the 1981 census is 28%. Enrolment of children from 1 to VII Standard declines from 100% to 34%. Percentage of enrolment of girls in rural areas from 1 to IV Standard is 44.7% and from V to VII Standard is 38% and the literacy level of children in the age group of 10-14 years is 81% and 73% in urban areas and 52% and 39% in rural areas among male and female respectively. This is a clear indicator that rural girls do not pursue their education at a higher level due to lack of facilities.

Therefore, it is proposed to start 7 Hostels for girls in Bidar, Bellary, Belgaum, Bijapur, Gulbarga, Kolar and Raichur District during current year since the literacy level of Women and Girls in these district is very poor. This will facilitate rural girls to get higher education which will be helpful for them to improve their status.

The estimated expenditure for starting one girls hostel with 50 boarders is Rs. 2,69,600.00. The proposal has been examined by Government.

GOVERNMENT ORDER NO. SWL 242 SWW 90, B'LORE, DATED: 26.3.1991.

Sanction is accorded for starting of seven new girls

hostels in Bidar, Bellary, Belgaum, Bijapur, Gulbarga, Kolar and Raichur District in the Department of Women and Child Development subject to the following conditions:

- i) The posts proposed to be created are filled up by the redeployment of staff within the Department and no recruitment should be made.
- ii) Sufficient budget provisions under plan is provided to these hostels during '91-92.
- iii) "hatever could be spent during 91-92 only should be spent.

The detailed expenditure for each of the girls hostel with 50 boarders is as mentioned in Annexure-I to this Order.

The rules for admission of students in girls hostel and the proforma of the application for the admission to these hostels and the register to be maintained is as indicated in Annexure-II, III and IV respectively.

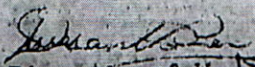
The expenditure can be met out from the Budget Head "2235-02-103-0-53-Starting of Girls Hostel (Plan)".

This order issues with the concurrence of Planning Department and Finance Department with their U.O. Note Nos. PD 170 COP 90, dt:10.1.91 and FD 188 Exp-III/90, dated:1.3.91 respectively.

BY ORDER AND IN THE NAME OF THE GOVERNOR OF KARNATAKA.

Sd/-
(K.R.KRISHNAMURTHY),
Under Secretary to govt.,
Social Welfare & Labour Deptt.

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for Director of Women & Child
Development, Bangalore.

Annexure - II to the Government Order No.SWL 242 SWW 90,
dated: 27.03.1991.

Rules for admission of students - Girls Hostels

1. The categories of students classified as rural Girls Hostels are eligible who are studying in Matric and Post Matric Courses run by Government or recognised by Government of Karnataka are eligible for admission in the hostels.
2. Students who reside rural areas shall be eligible for admission to this hostel.

Mode of application

The Assistant Director or Women & Children's Welfare Officer under whose jurisdiction the hostel is situated shall give wide publicity in the local News papers and by issue of notice calling for applications on the Notice Board of Hostel and the office of the Assistant Director or Women and Children's Welfare Officer, as the case may be to the fact of vacancies in the hostel at least one month before the opening of the educational institutions.

2. Student seeking admission in the hostels shall apply to the "Women & Children's Welfare Officer of the District, as the case may be in the application form prescribed in along with the following documents.
 - a) Form No. 1, 2 or 3 as the case may be duly certified by the Revenue Authority (income certificate) SC/ST candidates are produced caste certificates).
 - b) Admission certificate of the concerned Matric & Post Matric course.
 - c) Students admitted to the hostel shall not be eligible for any scholarship other than the merit scholarship.
 - d) Students admitted to the hostels shall not be eligible if the parent/Guardian income is more than Rs.10,000/- and above.

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ANNEXURE - I to the Government Order No. SWL 242 SWV 90, dated:
27.03.91.

I. Recurring:

1. Superintendent	955-1750 - 1 Rs. 1800 x 12	=	21,600.00
2. Cook	816-1310 - 2 Rs. 1400 x 2 x 12	=	33,600.00
3. Kitchenservant	Rs. 1200 x 12	=	14,400.00
			69,600.00
Salary of the staff		Total	
4. Maintenance (food & misc.) of the boarders	200 x 50 x 12	=	1,20,000.00
5. Rent of the building	1500 x 12	=	18,000.00
6. Contingencies & other charges	1000 x 12	=	12,000.00
		Total	2,19,600.00

II. Non-Recurring Expenditure:

7. Purchase of furniture, utensiles, sports articles, library etc.		=	50,000.00
		Total	50,000.00

I. Recurring Expenditure	Rs. 2,19,600.00
II. Non-recurring Expenditure	Rs. 50,000.00
	Rs. 2,69,600.00

For 7 Hostels

Recurring Expenditure	Rs. 15,37,200.00
Non-Recurring Expenditure	Rs. 3,50,000.00

Sd/-
(K.R. Krishnamurthy),
Under Secretary to Government,
Social Welfare & Labour Department,

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S. Subramanian
for Director of Women and Child
Development, Bangalore-1.

3. Admission to the hostel will be for the full duration of the course provided they are promoted to the next higher class every year. However, every student will make an application for re-admission to the Women & Children's Welfare Officer or Asst. Director, as the case may be each year along with proof of promotion. This application shall be made immediately on receipt of the result of the examination for which the student had appeared in the previous academic year.

Discipline

1. Students admitted in the hostel shall complete the course, course for which they have been enrolled in the educational institution. Students who absent themselves from the hostel or discontinue their studies shall be discharged from the hostel by the Women and Children's Welfare Officer or Assistant Director concerned district as the case may be.

2. Students admitted to the hostel shall maintain discipline within and without the hostel premises and shall not participate in political activities directly or indirectly. Students who are habitual trouble makers shall be discharged from the hostel by the women & Children's Welfare Officer or Assistant Director concerned district, without prior notice to the student.

3. Students admitted shall pay a sum of Rs. 250.00 (Rs. Two hundred and fifty only) or such sum as may be fixed by Government from time to time as caution money refundable at the time of leaving the hostel after deduction of dues if any.

4. Selection of the students for admission to the hostels shall be made by the Hostel Committee.

5. Admission of students in the hostels shall be considered only after clearly ascertaining that they have secured admission in the sanctioned institutions conducting post-matric courses verified from the admission certificates issued by Head of the institution.

6. The hostel shall be run for the months only corresponding to the academic year. However students are permitted to stay in the hostels till the completion of examinations. Students shall vacate the hostel on completion of the examination.

Job Chart of the Hostel Superintendent/Warden or House Mother

1. Supervision over the Boarders

- a) The House Mother is responsible for the over-all supervision of the hostel and main tenance of discipline among the boarders as well as among the staff.
- b) The boarders are expected to maintain discipline in the hostel so as to ensure that the atmosphere is conducive to studies and also assist the Superintendent in maintaining discipline.
- c) Whenever necessary the Superintendent can warn either oral or in writing a student who is found mischevious and disobedient, cases of written warning this will be under intimation to the Women & Children's Welfare Officer/Assistant Director concerned with acknowledgement of the warning given to the students should be obtained and filed for record. If after even three written warnings boarder has not corrected herself then the Woman & Children's Welfare Officer concerned may remove him from the hostel under intimation to the Asst. Director or Director.
- d) Persons and relatives of the students should not be allowed either to stay or to mess in the hostel. They may be called to set their children during the day time with the permission of the Superintendent.
- e) The Superintendent should check up the attendance of the boarders at about 8.00 PM. If any boarder is not found present at the time of the attendance, he should be marked absent and cases of repeated absence should be

brought to the notice of the concerned Women & Children's Welfare. If the boarders are found absent repeatedly four or five times Women & Children's Welfare Officer may take action to remove them from the hostel under intimation to the Assistant Director or Director.

f) The boarders may be permitted to visit their native place only on specific occasions, such as Dasara & Dipavali or Christmas holidays and that to only with the permission of the Superintendent should invariably be taken in advance in writing in the case of any intended absence and the Superintendent should record the same in the notice board and the attendance.

g) The boarder should not take part in politics.

h) The Superintendent of the hostel should contact the Head Master, Teacher principal of concerned educational institution once in a week to know whether the boarders are attending classes regularly and also to note whether their progress is satisfactory or not.

i) The Superintendent should report the cases of such students who are not regular in classes and whose studies are not satisfactory to the Women and Children's Welfare Officer concerned.

j) The boarders should produce for inspection the marks obtained by them in quarterly half yearly examinations conducted by the classes to the Women & Children's Welfare Officer concerned through the Superintendent.

k) In order to ensure regular habits among the boarders, the Superintendent should go round the hostel in the morning as soon she visits the hostel.

l) All the boarders must put in regular hours of study both in the morning and evenings in accordance with a schedule to be displayed in writing on the Notice Board in the premises of the hostel.

m) The Superintendent is responsible for maintenance of store accounts, cash book etc.

Supervision over the staff

- a) The Superintendent has to ensure that the staff attend the hostel according to prescribed hours and attend to the duties assigned to them.
- b) Cook and Kitchen servants are mainly responsible for the cleanliness of the hostel premises and surroundings. The Superintendent should ensure that they attend to this work promptly everyday.
- c) The Superintendent should prepare a weekly menu in advance and see that the cooks & kitchen servants prepare the food hygienically giving special attention while preparing and serving food.
- d) The Superintendent should also ensure that clean drinking water is collected and kept everyday for the use of the boarders.
- e) The vessels used for cooking should be cleaned before and after cooking and also tinned from time to time.
- f) The Superintendents will divide the boarders into various batches and involve the boarders in the above work and assist the cooks and kitchen servants by rotation.
- g) As a House Macher the Superintendent is fully responsible for the hotel equipments. She should maintain a register both for consumable and non-consumable articles which is periodically checked by the Inspecting Officer also responsible for making a list of unserviceable articles and for their disposal in the Form-34 B of the MFC 1958.
- h) The Superintendent is fully responsible for the Stock & Issue of food articles. It is her responsibility to see that the contractors or societies maintain the quality and quantity of the food supplied.

i) The Superintendent should maintain a register to record the number of contacts with parents and teachers of the inmates and get attendance certificate of the inmates from the schools they attend. This Register should indicate the address of the parents also.

j) The Superintendents with the permission of the concerned officers may participate in meetings conferences or Seminars organised by the schools which are attended by the boarders.

k) The Superintendent should organise Annual Hostel Day in which the parents and teachers of the inmates are actively involved.

l) The Superintendent is responsible for organising cultural programmes in the hostel invites a local leader and arrange for atleast one monthly talk to the boarders organise debates and discussion for boarders atleast once a month in the presence of some enlightened persons organise film shows from time to time in consultation with the schools and concerned departments celebrate all the National festivals, and other festivals where the boarders are actively involved and the significanices of the day explained to them.

m) The Superintendent is responsible for the maintenance of the Registers mentioned in Annexure-B.

n) The Superintendent should work for 8 hours a day i.e. 7 A.M. to 11 AM and 4 PM to 8 PM. 4 hours in the morning and 4 hours in the evening. Out of the 4 hours in the morning, 2 hours to be devoted for coaching and 2 hours for administration work.

o) Maintenance of a notice board and posting of day-to day strength in hostel any special visit or for the day any special activities etc., should be put up on the notice board.

p) House Mother will assist the Superintendent in all the above work.

g) She would work for 8 hours and adjust her timings in such a way that she remain in the hostel when the senior warden is not there i.e., preferably from 10 A.M to 6 P.M.

f) Out of the 8 hours of work the House Mother will devote 3 hours for coaching and one hour for administrative work in the morning and evening. The House Mother will take up coaching for all students upto X Standard. She should chalk out a time table and also notes of lessons which will have to be approved by the Superintendents.

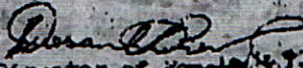
a) The House Mother will be responsible for the maintenance of library stock and issue of books and also give some writing exercise to each boarder on the library reading.

Sd/-

(K.R. KRISHNAMURTHY)

Under Secretary to Government,
Social Welfare and Labour Department.

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for Director of Women's
Development, Bangalore

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Annexure - III to the Government Order No. SWL 242 SWW 90, dt:
27.03.91.

PROFORMA
Application form for Admission to Hostels

To
The Assistant Director of
Women & Child Development,

To
The Women & Children's Welfare Officer,
Office of the Assistant Director,
Women and Child Development,

Sir,

Sub: Application for admission to
----- Hostels.

.....

In response to your Notification No. -----

----- dated: ----- I herewith
submit my application for admission to the Girls Hostel at
----- District.

Yours faithfully,

Place:

Dated:

Signature of the Applicant.

1. Name of the Applicant (in :
Block Letters).
2. Address (Present)(In Block :
Letters)
3. Father's/Guardian's Name :
and address (in Block
Letters).
4. Place of Birth-Village/ :
Taluk/District & State :
(a) Date of Birth :

...2/-

5. Whether you are a member of SC/ST/BCW/BI/BSG. If so, mention the category along with sub-caste.
6. If your answer is 'yes' to Sl.No.15(a) certificate in Form I,II,III as the case may be furnished.
7. Name of the institution in which studying (A certificate should be enclosed to that effect)
8. Name of the course and also the class in which studying- attested copy of the Marks Card of the previous examination passed to be enclosed.
9. Annual Income of the Parent/Guardian (If the father is not alive)
10. Is there any Education Institution in the Town/Village of Residence.
11. Name and address of any two responsible persons in your locality.
12. Whether the application is for Renewal or fresh.

We hereby declare that the particulars furnished are true to the best of our knowledge and belief.

We also hereby agree that in case the information is found to be false, amount spent by Government may be recovered.

Signature of the Parent/Guardian.

Place:
Dated:

Signature of Applicant.

Place:
Dated:

Certificate to be issued by the Principal/Head Master

This is to certify that Sri/Smt. _____
S/o. _____ is a student of this college study-
ing in _____ class during _____

Sd/- (K.R. Krishnaswamy)
Under Secretary to Government,
Social Welfare and Labour Department.

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[Signature]
for Director of Women & Child
Development, Bangalore.

ANNEXURE-IVRegisters to be maintained by the Hostel

1. Attendance Register of boarders
2. Cash book
3. Admission Register (containing full information of the boarders which should be obtained from the boarders at the time of admission of the boarders in the hostel.
4. Purchase Register.
5. Stock and Issue Register.
6. Category of Library Books and Library Issue Register.
7. Dead Stock Register.
8. Meeting Proceedings Book.
9. Visitors Book and Instruction Book.
10. Acquittance Roll.
11. Register of Punishment.
12. Account Book of Postage.
13. Outward & Inward Register.
14. Receipt Book Register.
15. Register of Audit Objections.
16. Register of Examination Results (Class-wise) indicating year, number appeared, number of passes, percentage of passes etc.

Sd/-

(K.R.KRISHNAMURTHY),
Under Secretary to Government,
Social Welfare & Labour Deptt.

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for Director of Women & Child
Development, Bangalore.