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GUIDELINES/CONDITIONS/STIPULATIONS TO BE FULFILLED BY THE MANAGEMENT FOR SANTION OF HOSTELS WITHIN THE PREMISES AND OUTSIDE THE PREMISES OF PRIVATE UNAIDED JUNIOR COLLEGES IN THE TELANGANA STATE FOR THE ACADEMIC YEAR 2018-19.

1. PHYSICAL INFRASTRUCTURE:

The accommodation in each Junior College shall be as per the following criteria, namely:

i. HOSTELS:

- Separate infrastructure for boys and girls in the age group of 16 to 18 years;
- The warden and Deputy Warden shall stay within the institution provided with quarters and in case of leave of absence any other senior staff member of the institution shall stay in the institution and be in a position to supervise the overall care of the students and take decisions in the case of any crisis or emergency.
- There shall be proper and non-slippery flooring for preventing accidents.
- There shall be adequate lighting, heating and cooling arrangements, ventilation, safe drinking water, clean and accessible gender and age appropriate and disabled friendly infrastructure including toilets and boundary wall ensuring safety and security of resident students.

All hostels covered under the registration shall:

- Make provision of first-aid kit, fire extinguishers, recreation room, dormitories, store rooms and counseling/sick room;
- Conduct periodic inspection of electrical installations;
- Ensure proper storage and inspection of articles of food;
- Ensure stand-by arrangements for emergency lighting for water storage and;
- Ensure that water storage facility is safe, thereby securing students from any mishappenings.

The suggested norms for building or accommodation in each institution with 50 students may be as under:

Sl. No.	Item Description	Dimension
1	*2 Dormitories	Each 1000 Sq.ft. for 25 students i.e. 2000 Sq. ft.
2	2 Study Rooms	300Sq.ft. for 25 students i.e. 600 Sq. ft.
3	Sick Room/First Aid Room	75 Sq.ft. per students for 10 i.e. 750 Sq. ft.
4	Kitchen	250 Sq. ft.
5	Dining hall	Minimum 500 Sq. ft.

6	Store	250 Sq.ft.
7	Recreation room	300 Sq.ft.
8	Library	500 Sq.ft.
9	5 Bathroom	25 Sq.ft. each i.e. 125 Sq. ft.
10	8 Toilets	25 Sq. ft. i.e. 200 Sq.ft.
11	Office area	500 Sq. ft.
12	Counseling and Guidance room	120 Sq.ft.
13	Residence for Person-in-charge	(a) 2 rooms of 250 Sq.ft. each (b) Kitchen 75 Sq.ft. (c) Bathroom cum toilet 50 Sq
14	Playground	Sufficient area according to total number of students

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

2. SANITATION AND HYGIENE:

Every hostel shall have the following facilities, namely:

- 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.;
- sufficient water including hot water for bathing and washing clothes, maintenance and cleanliness of the premises;
- proper drainage system with regular maintenance;
- arrangements for disposal of garbage;
- Protection from mosquitoes by providing mosquito nets or repellants; annual pest control;
- sufficient number of well-lit and airy toilets with proper fittings in the proportion of at least one toilet for seven children;
- sufficient number of well-lit and airy bathrooms with proper fittings in the proportion of at least one bath room for ten children;
- sufficient space for washing and drying of clothes;
- clean and fly-proof kitchen and separate area for washing utensils;
- maintenance of cleanliness in the sick room;
- daily sweeping and wiping of all floors in the home;
- cleaning or washing of the toilets and bathrooms twice everyday;
- proper washing of vegetables and fruits and hygienic manner of preparing food;

- cleaning of the kitchen slabs, floor and gas after every meal;
- clean and pest proof store for maintaining food articles and other supplies;
- disinfection of the beddings at least once a year;
- fumigation of a sick room or isolation room after every discharge in case of contagious or infectious disease;

3. NUTRITION AND DIET SCALE:

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

- the students shall be provided four meals in a day including breakfast;
- the menu shall be prepared with the help of a nutritional expert for maintaining proper nutritional standards. During monthly medical check-ups by the visiting doctor, if any deficiencies are observed in students, the menu should be prepared in accordance to meet with the nutritional deficiency.
- Food safety certificate must be obtained from the competent authority.
- Students may be provided special meals on holidays, festivals, sports and cultural days and celebration of National Festivals.
- Sick students shall be provided special diet according to the advice of the doctor on their dietary requirement.

i. Kitchen and Food Safety:

- Every Hostel should have its own kitchen.
- Adequate facilities providing with hygienic conditions and with necessary safety measures.
- Food Safety Certificate issued by the competent authority i.e. by the concerned food inspector/ District food safety officers should be provided.

ii. Meal Timing:

- Breakfast - 7.30 a.m. to 8.30 a.m.
- Lunch at 12.30 to 1.30 P.M. and Dinner - 7.00 P.M. -8.00P.M
- Depending on the season, the Warden shall have the discretion to alter the time for distribution of food.

4. HOSTEL STAFF

A hostel shall maintain an adequate number of staff to manage the hostel. The strength of hostel personnel shall be directly related to the number of students residing in the hostel to effectively manage the day to day running of the hostel complex.

i. STAFF PATTERN:

- Every hostel running in the premises of Private Junior college should have the following staff:
- Warden and Deputy Warden (if the hostel is accommodating girl students, then the Management should employ lady warden and deputy warden).
- For each 60 members of students, one worker including cook should be appointed.(ie., for 360 students, there should be six working staff in catering section (two cooks, three Kitchen Helpers and one other staff).
- Staff Nurse (if the hostel is accommodating girl students, the Management should appoint lady staff nurse only).
- The Hostels should have the Trained and Registered Psychologist / Qualified Career Counsellor.
- The staff engaged must have Police Clearance.

ii. HOSTEL WARDEN:

- Warden shall take regular attendance of students twice a day.
- LEAVE OF ABSENCE: Leave of absence of all the students from the hostel must in all cases be obtained in advance either from Secretary / Correspondent / Principal or from the hostel warden, as the former may prescribe. It will not ordinarily be granted unless a written quest is made by the parent or guardian.
- Inspect the dormitories and other premises of hostel on daily basis,
- Take necessary action deemed fit and report any matter pertaining to sickness, injury, abuse of students in hostel to the Superintendent.
- Ensure safety and security of students at all times.
- Warden may also check the quality of food on day to day basis.
- Maintain and update asset and stock register of dormitories and other rooms designated to the warden.
- Prepare daily routine and diet scale of students.
- Perform any other duties as assigned by the Secretary / Correspondent / Principal.

iii. SECURITY:

- The Management should appoint 24/7 security personnel.

5 . ACCOUNTS AND AUDIT:

- Separate annual accounts of Hostel must be maintained by the Warden running the Hostel.
- The annual accounts should be audited at least once in every year by the auditors appointed by the management for this purpose.