

**GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT DEPARTMENT**

No. 8055/SSD., Dated Bhubaneswar the, 18th February, 2013
Edn-I(P) 29/12

RESOLUTION

**Sub: School & Hostel Management Guideline for the schools
under ST & SC Development Department.**

In supersession of all previous circulars and orders relating to the school and hostel management procedures the following guidelines will be applicable for the schools and hostels run under the ST & SC Development Department (SSD).

1. INSPECTING AUTHORITIES

The following officers will have the powers to inspect any records, transactions and management procedures of concerned schools of their jurisdiction under SSD.

Name of the Authority	Category of School (HSS / HS / Ashram / SS)	Frequency of the Inspection of Schools
Collector-cum-District Magistrate	All Schools	
A.D.M. / PD, DRDA / PA, ITDA / Sub-Collector within his jurisdiction	All Schools	PA, ITDAs must inspect the High Schools/HSS at least once a year
CI of Schools	All Schools	Twice in a year of all High Schools & HSS
DWO	All Schools	Once in three months
ADWO	All Schools	Once in two months
BDO	Ashram & Sevashram	Twice in a year
DI / Dy. DI / SI/ WEO	Ashram & Sevashram	Once every month (not less than 6 visits in a year)

Apart from the above, any of the State Level Officer or any person deputed by the Collector will also have the power to inspect records and submit reports relating to functioning of the school.

The Collector will take periodic review, bi-monthly/ quarterly on scholastic and non-scholastic performance of the schools by convening meeting of the HMs, WEOs, ADWOs and DWO. The DWO will compile and share with the Department a consolidated proceeding of the meeting and decisions taken.

The Inspecting Officials are advised to make surprise / random visits to the Hostels during night time as well to monitor the management and functioning of the hostels beyond school hours. During the visit it is advised to specifically look into the aspects of protection of boarders; especially girls, functioning of remedial coaching, adherence to quality norms of food, upkeep of hostel facilities etc.

2. SCHOOL MANAGEMENT

The Headmaster / Headmistress will be responsible for smooth and proper management of the School as well as the Residential Hostels. The School Management responsibilities will cover both academic and non-academic aspects.

2.1 SMC (Elementary Section)/ SMDC (High School Section)

Each of the school must form School Management Committee for the elementary classes as per the Odisha State RCFCE Rules, 2010 and SMDC for the high school section as per the RMSA Guidelines. The school should ensure effective coordination with the SMCs and SMDC for its all round development. The expenditure relating to SSA and RMSA grants should be incurred by following the due procedure supported by SMC/ SMDC resolution to this effect.

2.2. School Development Plan

Each School must develop a School Development Plan (SDP) indicating the present land use and future land use, infrastructure gaps and also academic requirements. The guidelines in this regard have been communicated to the districts. Instead of spreading buildings all over the area, planning should be done for vertical growth so as to leave enough circulation space and area for play ground, garden, kitchen-garden, etc. The SDP should be reviewed at least once in 6 months to assess the progress made and to devise further action plan. A copy of the SDP should be available with the HM.

2.3 Admission Eligibility

The eligibility for admission into the school will be as follows:

- a) Wherever SSD schools are up to Elementary level only, first preference for admission as boarders will be given to students beyond one kilometre radius. The Collector and Sub-Collector within their respective jurisdiction can reserve 10% of the seats in any

SSD hostel for tribal children of remote/cut-off/hill-top/PVTG habitations.

- b) Wherever SSD Schools are available with High School Classes, the preference will be given to children beyond 3 KM radius to be admitted as boarders. Reservation of 10% seats as above will also be applicable in case of High School Hostels.
- c) In case seat strengths are vacant after admission of children as above, then elementary class children can be admitted for habitations within 1KM and High School students from within 3KM. However, under no circumstances, children from the same habitation where school exists will be admitted as boarders in the hostel.
- d) As far as day scholars are concerned, children of other communities would be admitted subject to availability of seats in respective classes & subject to the RTE norms.
- e) For admission into tribal hostels 90% seats will be earmarked for STs and 10% for SCs except in 3 coastal districts of Jagatsinghpur, Kendrapara and Puri where the ratio would be 70% and 30% respectively for STs and SCs. For SC hostels constructed under Babu Jagjivan Ram Chhatrawas Yojana and other schemes of State and Central Govt. the ratio would be 80% for SCs and 20% for STs.

2.4 Class Strength

- a) The Class strength should normally be 50 in each class with elementary sections. In case adequate classrooms are available, then it can be stretched to 60 with the prior approval of Collector/Sub-Collector/DWO.
- b) The class strength should be within 60 for High School classes and depending on the adequacy of classrooms can go up to 70 with prior approval of Authorities mentioned above.

2.5 Responsibilities of the Head Master/ Mistress

As the head of the institution, the Head Master/ Head Mistress would be overall responsible for the effective functioning of the School.

2.5.1. Administrative Responsibilities

(A) The following registers should be properly maintained and updated from time to time at the School level and will be verified by Inspecting Officers along with the Registers mentioned at **Annexure A**.

- (a) General Cash Book.
- (b) School's stock and store register.
- (c) Admission Register.
- (d) Allotment and Drawal Register.

- (e) Attendance Register for children and teachers.
- (f) Headmaster's Supervision Register.
- (g) Unit Test Register and Remedial Teaching Register.
- (h) Register for SSA / RMSA grants.

(B) Liaisoning with BDO, PA, ITDA and DWO on issues relating to proper school management, repair and maintenance, provision of electricity, toilet, water supply, generator sets, solar lamps, etc.

(C) Ensuring proper coordination among teachers through effective supervision and guidance

2.5.2. Academic Responsibilities

A) It will be the responsibility of the HM to ensure that children of primary classes acquire basic skills of reading and writing in Oriya and English along with basic computing skills.

B) Unit tests should be done regularly and HM and concerned subject teachers should analyse the results and identify children who are progressing satisfactorily and who are weak learners. Remedial teaching classes must be done and should be reflected in remedial teaching register indicating the teacher who has taken the class, number of students attended, topics/hard spots addressed, etc.

C) Use of lesson plan, lesson note, Teaching Learning Materials, etc. should be ensured in academic transactions.

D) Wherever computers have been provided in the High Schools, efforts must be to ensure that class VIII onwards children become computer literate.

E) Individual Project Works/ Group works should be encouraged especially in higher classes and best works should be displayed inside the class room as an encouragement for the individual students/ group and also to let others know how to address an assignment.

F) DWOs should ensure that the boarders are provided with writing materials as per circular no. 35035 dated 1.8.03.

2.5.3 Co-Curricular Responsibilities.

The co-curricular responsibilities will cover a variety of activities for which instructions have been issued from time to time. Some of the major areas to be focussed with the active leadership of the designated nodal teachers are as follows:-

(A) The thrust should be given for Co-curricular and extra-curricular activities among the students for their all-round personality development. For this purpose, debates, writing essays, letters, painting, quiz, recitation, extempore, drama, song, communication skill, word maze

game, role play, oratory, creative writing, extempore etc. should be held class-wise on a weekly basis. For this, timing should be earmarked in the school routine in which participation of all students should be made compulsory. A 'Wall Magazine Box' is to be set up at a conspicuous place of the school building and the students should be encouraged to contribute stories, poems, paintings, art, etc. on a fortnightly basis which should be exhibited in the Box. Such contributions should be preserved carefully and evaluated on quarterly basis to select the best three contributors and award them with a Certificate of Excellence. This will encourage creativity and innovativeness among the students.

(B) Participation in Sports and Games should be encouraged to facilitate physical and mental development of students and to achieve excellence in different level competitions by ensuring sports activities like football, volleyball, hockey, cricket, table-tennis, kho-kho, skipping, badminton, basketball, chess, carom and other athletic activities in the schools.

(C) In the High Schools additional funding for choosing one sports based and one non-sports based activity may be identified for intensive activity.

(D) A report on meritorious / outstanding achievement of students in curricular, co-curricular and extra-curricular activities through competitions should be reported by the headmaster of the school on a half-yearly basis ending June 30 and December 31st so as to reach the DWO by 10th of the succeeding month of half-year ending who should create a database of the same of the district and sent to the Department within the succeeding month positively.

(E) Career Counselling Cells must be functional in all High Schools/HSS.

(F) Ensuring greater participation of students by taking steps to make the school cabinets fully functional and ensuring conduct of weekly learning activities as prescribed in the Guideline.

(G) Ensuring conduct of annual sports / science exhibition/ annual function/TLM-cum-Project work Exhibition in school.

(H) Introducing House System in Hostels for ensuring personalized attention to student for overall development and to create a healthy competitive environment among the boarders. A detailed guideline will be issued separately in this regard.

3. HOSTEL MANAGEMENT

The Headmaster / Headmistress of the school will also be responsible for proper management of the hostel. The HM will designate one of the teachers as Assistant Superintendent. If required, teachers can function as Assistant Superintendent by rotation; however, the tenure as Assistant Superintendent will not be less than 3 months in case of such rotation. For

girl's hostels, one of the lady teachers should be assigned as Assistant Superintendent and in case there are no other lady teachers the rotation will not be applicable.

All categories of hostels attached to S & ME schools will be monitored by DWOs/ADWOs and WEOs as per indicators mentioned and submit monthly reports relating to functioning of hostels to the Department.

3.1 Registers

The following registers should be properly maintained and updated from time to time at the Hostel Level for proper management and ensuring accounting procedure and will be verified by Inspecting Officers along with the Registers mentioned at **Annexure A**.

- Incoming and outgoing register reflecting the date and time on which the boarders are leaving hostel and when they come back to hostel. In case of boarders leaving hostel for overnight stay, an application from the boarder duly authorized by Assistant Hostel Superintendent should be kept for record to supplement the information recorded in Incoming & Outgoing register.
- A. Register reflecting sick children and medication done for them.
- B. Hostel Cash Book.
- C. Stock and Expenditure Register of Food articles.
- D. Personal Ledger account of each student.
- E. Mess dues collection register.
- F. Meal attendance registers.
- G. Guard file of bills and vouchers.
- H. Proceeding Books of the Students Mess Committee.
- I. Inspection Note Book.
- J. Procurement file containing quotations obtained from time to time and minutes of the Purchase Committee meetings.

3.2 Health Issues

The HM and the Asst. Superintendent in charge of the hostel would be responsible for the safety and proper health of the boarders.

- (A) Log Book of treatment of ailing boarders should be maintained on a regular basis which should include Date and time of ailment, Name of the Boarder, Nature of ailment, Place of treatment, Medicines etc. given (Reference of voucher No. / Medicine Stock register be stated). This should be done by the Hostel Superintendent.
- (B) The Headmaster of the school shall render the accounts of the Medical expenses borne towards treatment of ailing boarders in a Statement which should include the Name of the Boarders, Nature of ailment with date, expenditure incurred out of the funds received and balance

available on a monthly basis which should reach the DWO by the 10th of each succeeding month. The DWO should compile the same in a Statement and send the same on a half-yearly basis ending September 30th and March 31st so as to reach the Department by 15th of the succeeding month.

- (C) Visit of a Medical Officer or Mobile Health Units for regular health check-up of the students of the Residential School should be ensured by the Headmaster of the school / DWO on a fortnightly basis for which official arrangement is to be done by the Chief District Medical Officer (CDMO). Further, the HM will also ensure the health check-up of the boarders upon their return from the vacation.
- (D) Instances have come to the notice of Government that ailing boarders have lost their precious lives for lack of proper medical care. While negligent teachers have been taken to task, the efforts should be to avoid such a situation. In the event of a boarder falling ill, the Superintendent of the Hostel / Headmaster of the School should take prompt action for proper medical care and under no circumstances the boarders should be sent home in an ailing condition. In case of hospitalization the parents / local guardians may be informed to remain present. Further, in case of any untoward incident such as demise, large scale outbreak of any diseases, severe accident etc; the same should be brought to the notice of the Department within 48 hours of the incident by the concerned DWO.
- (E) Dedicated ANMs posted by the SSD Department should regularly visit and monitor the health and hygiene activities in the assigned Schools and hostels.
- (F) The DWOs need to ensure that tube well and other water sources of residential schools and hostels are disinfected and repaired properly to avoid any health hazards. Further step should be taken for proper disposal of the waste water and prevent stagnation.

3.3. Safety and Security of Girl Boarders

Since a large number of girl boarders, including adolescent girls stay in the hostels available in SSD Schools and S & ME Deptt. schools, the safety and security is of prime importance. The following steps must be taken in this connection:

- (A) Every Girl's Hostel should have a separate boundary wall of preferably 8 feet height with a grill gate. While undertaking the civil works it is advised to take up the construction work for augmentation of toilets, partition, and compound wall for girls students on priority.
- (B) The Asst. Superintendent should invariably be a lady teacher.

- (C) The CCAs and Lady Watch and Wards in the Girls' hostels should invariably be ladies. In schools having common Kitchen-cum- dining halls, the lady CCAs and LWW will be responsible for ensuring that girls take their food in time and come back to the hostels safely.
- (D) In Residential Girls' High School, only Lady Teachers are allowed to stay inside the Girls Hostel campus. Even male Head Masters are debarred from staying inside the Girls Hostel campus. PA, ITDA/DWO should take steps for construction of a few quarters outside the Girls Hostel campus for the male teachers.
- (E) In case of drunken behaviour/deviant behaviour on the part of any teacher/male CCA, etc, the matter should be brought to the notice of the WEO/DWO immediately.
- (F) Facility like complaint box/ suggestion box should be put in place in the hostel for the girl boarders to put in any complaint in anonymity. The box should have double lock system, the keys of which will remain with Hostel Superintend and CM/ Deputy CM of the School Cabinet respectively. The box will be opened twice in a week in the presence of all the teachers and members of School Cabinet from the concerned hostel. The contents should be recorded in a Complaint Register along with the record on action taken by the HM subsequently.
- (G) The Collectors are advised to constitute a multi-department team involving lady field officer from WCD, PR, Health departments to make visit to residential girls' hostels at least once in 2 months. The visiting team will interact with the girls individually and will try to find any incident/ attempt of sexual harassment/ abuse, difficulties faced by girl boarders in terms and health & hygiene facilities, quality of food and other related issues. The team will file their report to the BDO or Sub-Collector within a week's time of their visit.
- (H) In case of medical emergencies or some other emergencies at night, male HM or male teachers can enter the girls' hostels only in the presence of the Lady Asst. Superintendent or Lady CCA/LWW.
- (I) Under no circumstances, girl boarders should be called to the residence of teachers. In case of additional coaching/remedial class, etc. the classes should be held either in the classrooms or in the hostel subject to availability of a spare room for coaching. Such classes should be held only in groups of 5 and above students.

3.4 Engagement of CCAs and LWW

- (A) The Cook-cum-Attendants (CCAs) in the hostel shall be engaged by the Mess Committee of the school in consultation with the School

Management Committee (SMC) as per prescribed norm who should belong to the same village or the neighbouring village where the hostel is located from among the ST community. In case of non-availability of ST person, the next preference shall be given to a SC candidate. In case of Girls' hostels, women candidates are necessarily to be engaged as CCAs/LWWs.

- (B) The Mess Committee should engage the CCA and LWW after approval by the DWO. The DWO shall have the authority to remove/disengage in-disciplined and non-performing CCAs/LWWs after observing due procedure.

3.5 Use of Stipend money

For utilization of stipend money separate guideline has been issued. However, the stipend money for all pre-matric boarders is to be primarily spent towards food expenses. Apart from that, an amount of Rs 20 per child per month has been kept for miscellaneous expenses like soap, detergent, phenyl, bulbs, etc. This amount should also be utilized for meeting the DTH charges wherever Television is available and also for supplying at least one Odia newspaper to each hostel. For SC and ST boys and girls studying in class IX and X, the annual book and adhoc grant or any other grant will be sent directly to their bank accounts. Therefore, all Class IX and X boarders must have accounts in Banks having core banking platform, i.e. banks in which money can be released through National Electronic Fund Transfer Mechanism (NEFT).

Stipend money should not be utilized for Uniforms or for payment of electricity dues as money for this is being paid separately. In case some money has been utilized out of the stipend money, then it should be recouped and the stipend money so recouped should be put in the revolving fund.

In case of schools where the drawing and disbursing authority are not the HM in that case, money should be transferred to the concerned HM within 7 days of receipt of funds by the respective drawing & disbursing officer.

3.6 Mess Management

The Asst. Superintendent should involve the food ministers and other students to ensure a participatory mess management. The following should be ensured for smooth management.

- (A) The weekly menu chart reflecting the menu for breakfast, lunch, dinner should be printed in a big size flex and displayed at a conspicuous location.

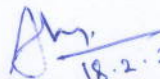
- (B) The Mess Attendance Register for Boarders, Mess Cash Book and Mess Stock and Issue Register should be maintained on a regular and up-to-date basis by the Hostel Superintendent associating the Boarder's Representative.
- (C) For procurement of vegetables and other commodities, the Food Minister and members of the mess committee should be involved. Similarly, while issuing ration on a daily basis the food minister should remain present and sign in the Daily Consumption Register. As far as practicable, branded products should be purchased. Similarly, for items like Chicken, meat, vegetables, etc in which women SHGs are involved, market tie-ups can be done and payment can be made to the SHGs at prevalent market rates.
- (D) At the end of the month, a calculation should be made regarding per meal cost and put up in the notice board for the knowledge of all boarders. Savings out of monthly stipend money, if any, should be deposited in the Revolving Fund Account.
- (E) SMS should be sent on a daily basis (on a weekly basis in case school does not have mobile network) and sent to the designated mobile number reflecting the number of inmates who have taken breakfast, lunch and dinner. The required money for SMS (which will be 50 paise to 70 paise per SMS) will be paid out of the stipend money to the teacher sending the SMS.
- (F) Transfer of money towards mess management from HM to Asst Superintendent should be done within 48 hours.

3.7 Other Activities in the Hostel Campus

Since the children are staying inside the campus for 24 X 7, the effort should be to initiate them into various kinds of activities for their overall personality development. The following activities should be carried out inside the hostel/school premises.

- (A) There should be Kitchen-Garden raised and maintained in the residential school campus and the Revolving Fund account may be operated on regular basis in the local Post Office/ Banks. The savings on account of use of vegetables from the kitchen garden should be deposited in the Account. A subsidiary Cash Book for the receipt on account of Kitchen Garden and the utilization of the money must be maintained. The revolving fund money can be spent after a decision to this effect by a committee consisting of HM, at least two teachers, and at least three School Cabinet representatives including the Food Minister.

- (B) The Parent-Teacher Meet should be held on a quarterly basis preferably on a holiday i.e. 2nd Sunday following the quarter ending of the calendar year where the Teacher should share the academic progress of the student with the parents. Besides, the parents need to be sensitized not to take children home other than on designated vacations which hamper the studies of the children.
- (C) The name of the Headmaster and the Teachers with their qualification, designation and date of joining in the school should be written in a conspicuous place of the school for awareness of the students and also outsiders.
- (D) The Headmaster shall produce the Visitor's Book to every Inspecting Officers who need to look into all the aspects mentioned above during the course of their visits to the schools and need to record their actionable observations in the Visitors Book maintained by the headmaster of the School. The Headmaster should take prompt action on the visitor's observations and record the point wise action taken by him at the bottom of the Visitor's observation recorded and send the extract to the concerned Inspecting Officer, Collector, Inspector of Schools and Director (ST/SC) for information within seven days of the visit of the Inspecting Officer.
- (E) In case of saving out of the stipend money from which certain schools take up annual excursion, consent of the parents and accompanying of lady teachers for adequate protection of children, especially girl students is a mandatory requirement. In ITDA areas PA, ITDA and in non-ITDA areas the DWO will be the competent authority to allow the HM to go on excursion.
- (F) In case of boarders leaving hostel campus in mass due to deep dissatisfaction/unrest/chaos/any other issue should be brought to the notice of the Department within 48 hours of the incident by the concerned DWO.
- (G) In case of newly constructed hostels, the plan should incorporate energy efficient models with use of renewable energy resources and recycling mechanisms (like solar lighting system, water harvesting structures, installation of smokeless chullas etc).


18.2.2013
(Santosh Sarangi)
Commissioner-cum-Secretary

Memo No. 8056 /SSD Dated 19-02-2013

Copy forwarded to Higher Education/ School & Mass Education / Health & F.W / Women & Child Welfare Deptt. for information and necessary action.


18/2/13
Deputy Secretary to Govt.

Memo No. 8057 /SSD Dated 19-02-2013

Copy forwarded to Private Secretary to Hon'ble Minister ST & SC Development/ Private Secretary to Development Commissioner/ Commissioner cum Secretary to Govt./ Director(ST)-cum- Addl. Secretary / Director (SC) and Director (OBC) for kind perusal of Hon'ble Minister ST & SC Development/ Development Commissioner/ Commissioner cum Secretary to Govt./ Director(ST)-cum- Addl. Secretary to Govt/ Director (SC) and Director (OBC)-cum- Joint Secretary to Govt.


18/2/13
Deputy Secretary to Govt.

Memo No. 8058 /SSD Dated 19-02-2013

Copy forwarded to All Revenue Divisional Commissioner/ All Collectors/ All ADM and All Sub-Collectors for information and necessary action.


18/2/13
Deputy Secretary to Govt.

Memo No. 8059 /SSD Dated 19-02-2013

Copy forwarded to All PA ITDAs/ PD DRDAs/ Inspector of Schools(SSD) / BDOs /DWOs/ Special Officers of Micro Projects / Special Officers ITDAs/ District Inspector of Schools(SSD) / ADWOs / WEOs / Deputy Inspector of Schools(SSD) /Head Masters & Head Mistress of SSD High Schools / Head Masters (I/c Principal) of Higher Secondary Schools / Principals EMRS / Head Masters, Special Educational Complex/ Head Masters & Head Mistress of all Ashram Schools/ Head Sevak and Sevika of all Residential Seva Ashram and Seva Ashrams / Superintendent of Special ST Hostels of SSD Deptt. / Education -II Section/ Building Section/ Pre-Matric Scholarship Section/ Post-Matric Scholarship Section/ Building Section/ Inspection Section/ OMTEX Cell / OBC Section /SCP Section /FE-II Section and Education -I Section (Five spare copies) for information and necessary action.


18/2/13
Deputy Secretary to Govt.

Memo No. 8060 /SSD Dated 19-02-2013

Copy forwarded to Special Officer, Statistics, SSD Deptt for information and necessary action.

He is requested to put the guidelines in the Departmental Website for general information of all concerned.


18/2/13
Deputy Secretary to Govt.

Registers/ Records to be maintained

School Level:-

- **Admission Register:** mentioning the details of admissions of students in school in a particular academic year. The Admission Register should have a clear and separate record of day and residential boarders.
- **Staff Attendance Register:** This should be signed by all the school and hostel staff at the beginning of the school day. The Staff Attendance Register should preferably have a time column to discourage the late coming of the teaching and non-teaching staff.
- **Students Attendance Registers:** for each class in the school to record the attendance of the students in each school day.
- **Stock Register for Fixed Assets and Consumables:** to maintain the record of fixed assets like furniture etc. of the school and record of stock of consumable items like stationary etc. in the school separately
- **Other Sectional Stock Registers:** for Science Laboratories, Library, Computer Lab, Extra-curricular Activities, NCC/ JRC/ Scouts/ Games etc. to maintain the record of the stock of items in them.
- **Allotment and Drawl Register:** Records of allotment and drawl of fund placed by Department
- **SSA & RMSA Grants Register:** Records of receipts and expenditure of fund placed by SSA/ RMSA
- **General Cash Book**
- **SSA Cash Book**
- **Voucher Guard Files for different grants**
- **Distribution Register:** to record the distribution of scholarship, uniform, text books, bicycle etc to the students.
- **Office Order Book/ Guard File:** to record and maintain the officer orders provided either from the government, higher authorities or school / hostel itself for the adequate and efficient management of the school / hostel
- **Staff Order Book:** to record the movement of teaching and non-teaching staffs
- **General Notice Book:** to record the notices of the school like organization of important events, meetings, holiday announcement etc. The notices in this notice book should be announced with the students and staff well before the occurring of such events.
- **Lesson Plans File:** to maintain and keep the lesson plans submitted by the teachers in the beginning of the academic session.

- ***Class Arrangement Register:*** maintaining distribution of class and subjects among teachers
- ***School Log Book:*** All important event to be noted
- ***HM/Principal's Inspection/ Supervision Register***
- ***Casual Leave (CL) Register:*** to record the CL taken by the school and hostel staff.
- ***CCR Profile: Individual teacher wise***
- ***Service Book Transmission Register:*** to record the movement of service book of the staff of the school
- ***Dispatch Register:*** to maintain a record of incoming and outgoing mails (correspondences).
- ***Unit test/ assessment Register:*** to record the class wise, student wise and subject wise results of monthly test/ 1st terminal/ 2nd terminal - as per the format of LATS
- ***Remedial teaching Register:*** with details on teachers assigned, classes taken, no of students attended, hard spot addressed etc.
- ***Visitor Book***
- ***Inspecting Officials Remark Book***
- ***SMC/ SMDC Notice/ Resolution Book***
- ***Staff Meeting Register***
- ***Corpus fund register***
- ***Annual Calendar of Activities***
- ***Co-curricular activities register***
- ***Land Records:*** like registry, land purchase, donation of land and other legal documents relating to the land of school and hostel should be maintained in a file and should be kept safely with paramount importance

Registers to be maintained in Hostels

- ***Cashbook:*** A separate subsidiary Cashbook should be maintained for the mess of each of the hostel on daily basis. Each entry in the mess Cashbook should be substantiated by the supporting Vouchers.
- ***Voucher Guard File***
- ***Stock Register for Fixed Assets and Consumables:*** to maintain the record of fixed assets like furniture etc. of the hostel and record of stock of consumable items electrical items, sanitation items etc. in the hostel separately
- ***Attendance Register of the boarders:*** mentioning the daily attendance of hostel boarders

- ***Mess Stock Register:*** to maintain the record of stock of mess items like rice, vegetables, dal etc. in the mess of the hostel.
- **CCA Logbook**
- ***Mess Attendance/ Consumption Register*** – to record the meals taken by boarders on daily basis
- ***Mess Committee Resolution Register***
- ***Mess Dues Collection Register***
- ***Sick Register:*** having the records of the sick students and medication done
- ***Health Register:*** record of basic health profile of the students with regular update on the health status
- ***MHU/ Medical Officer Visit Register:*** to record the date of visit, no of student for which health check done, medication done, any other issues
- ***Medicine Stock and consumption Register:*** to record the record of the medicine's stock and consumed.
- ***Medical Logbook:*** to record important events of medical emergencies, hospitalization, accidents etc.
- ***Student's Incoming and Outgoing Register:*** to maintain the record of incoming and outgoing students for the purpose of leave or school visits etc. In case of boarders leaving hostel for overnight stay, an application from the boarder duly authorized by Assistant Hostel Superintendent should be kept for record to supplement the information recorded in Incoming & Outgoing register.
- ***Personal Ledger:*** to record the receiving and disbursal of PMS of individual boarders including record on distribution of consumable items like toiletries, cosmetics etc. provided to the students in the hostel.
- ***Register containing parents identity/Address/ Tel No. etc.***
- ***Revolving fund register***
- ***Hostel Visit Register:*** should be maintained to keep the record of visitors in the hostel. It should have columns for the name and address of the visitor, purpose and time of visit, to whom to meet and signature of the visitors.
- ***Amenities Distribution Register:*** to record the distribution of beds, blankets, utensils, mosquito net etc. to the boarders.
