

GOSSNER EVANGELICAL – LUTHERAN CHURCH IN CHOTANAGPUR AND ASSAM

GELC ARCHIVE

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Classification:

Original File No.

Title

Ambikapur + Govindpur + Sundergarh + Ranchi

Volume:

Running from year: 1981 till year: 1983

Content:

- Survey report of Boarding Home/ Hostels (Ambikapur, Govindpur, Sundergarh & Ranchi).

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1981 - 83

FOLDER - FILE

Thick Quality

File No.

Name AMBIKAPUR + Govindpur, +
Sundergarh + Ranchi

Subject

CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

DELHI

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home	LUTHERAN HOSTEL, AMBIKAPUR
Home No.	1621

Date of visit **25.9.81**

I. LOCATION

Location of the Boarding Home

Village (TOWN)	AMBIKAPUR
Taluk	AMBIKAPUR
District	SURJUJA
State	M.P.
Population of the town/village	56,000
Major occupation of the people	FARMING AND SERVICE
General facilities of the locality	
No. of Schools	4-HIGH SCHOOL, 7-MIDDLE, 14-PRIMARY.
Colleges	2
Training Centres	I.T.I., Nursing training, Basic training course
Churches	R.C., Lutheran, Mennonite
Hospitals	One Government and one R.C.
Any other institutions	Tailoring college Industry (R.C.)
Percentage of literacy in the town/village	40 %

II. THE PARISH AND THE CHURCH

Christian population in the town/village	7,000
No. of Christian families	110 Lutheran, 300R.C. , 7 to 10 Mennonite
Christian Denominations	R.C. Lutheran, Mennonite.
Institutions under the Christian Churches	Lutheran Church, One primary school. R.C.- One primary , 2- higher sec. school

III. MANAGEMENT OF THE BOARDING HOME

YES YES.

Is there a Management Committee ?

The names of the members

REV. D.D. Toppo (chairman)

1 REV. O.TOPPO (SECRETARY)

2 REV. S. BARKA (BOYS WARDEN)

3 MR. B. TOPPO (GIRLS WARDEN)

4 MR. S. KHINA (MEMBER)

5 6 MR. BISHRAM LAHRA MEMBER.

7 MR. LUTHER KERKETTA.

8

How often does the committee
meet per year ?

Thrice a year.

When did it meet last ?

15.8.81

Who sanctions the budget of the
Home ?

MANAGEING COMMITTEE.

IV. THE CHILDREN

When was the home started ?

1955 Boys, 1958 Girls.

How is admission made ?

Committee.

Total strength of the Home

36 Boys and 31 girls (68)

No. of children supported by KNH

28 Boys and 11 Girls

How many are getting extended
fosterership ?

8 Boys and 9 Girls

Since when is KNH supporting
this home ?

1972

No. of children supported by
other organizations : C.C.F.

1972

C.I.

NIL

World Vision

1972

others

1972

No. of orphans

NO

No. of semi-orphans

3 Boys, 2 Girls

No. of economically backward/
big sized families

Rest all.

How many are paying boarders ?

8 boys and 21 girls

If paying, the boarding fees per
month

Rs. 50/- per month.

V. ATTENDANCE

Number and names of fosterchildren who were absent :

S. No.	Reg. No.	Name	Reasons
1.	1821/1	Kunari Amar Sheila Ruka	Failed B.A.Sc. 1981 app'read supplement- ary
2.	1821/89	Usha Kiran Ruka	B.Sc failed (1st. Yr) in 1980 May. Transfer to Ranchi Bohseda Girls college hostel due to disciplinary measures.
3.	1821/65	Ial Karen Tirkey	9th Failed and transfer to Sitapur as he got admission there in 1981, August.
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Number of fosterchildren who left the home during the year

S. No.	Reg. No.	Names	when child left	the Reason for leaving	whether LF & TYL sent or not	The Date in which LF and TYL's sent
1.	1821/86	Hirmani Ruka	Aug. 1981	Got job in Surajpur as a Teacher in the primary school.		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

VI. STAFF

Name of the Superintendent :

Manager :

Mr. O. Toppo.

Whether honorary or paid? If paid, how much?

Name of the warden

age

salary per month

qualification

Honorary

Rev. S. Barla

32 Years.

Rs. 383/- from church, Rs. 35/- from K.N.H.

B.A.B.Th.

Whether the warden is a full time warden/part time warden?

Full time from July 1981.

October 1978.

Whether the warden has attended the warden's Training Course conducted by CNI-CCC?

Yes. April 30th, 1981

Name of the sub-warden/matron if any

Mrs. B.X Toppo

Other Child Care workers

Name	Designation	age	qualification	salary	appointed since	Part time or full time
1. Mrs. B. Toppo		37	Matric.	Rs. 30/-	1977	Part time
2. A. Dhanson (Tutor)		34	B.Sc. failed			
3.			Rs. 130/- p.m.		1978	" "
4.						
5.						
6.						
7.						
8.						

Ratio of Child Care works to Children

Other personnel :

Name	Designation	salary per month	appointed since
1. Jeewan Kujur	cook	Rs. 45/- + food	1963
2. Mrs. S. Kujur	cook	Rs. 34/-	" 1974
3. D. D. Bakhla	Cook	Rs. 32/-	" 1976
4. Mrs. M. Kujur	"	Rs. 34/-	" 1976

VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built?

1958 girls (1955 Boys)

Who is the owner of the building?

G.E.L.G.

The nature of the Hostel building

Wall

Girls

Bricks and Plastered

Roof

Boys

Bricks and ~~xxx~~ cemented plasters

Floor

Local tiles, cemented pacca.

cemented

YES.

Is the Home electrified?

When was the last white wash done ? :

Total No. of rooms (say) 8 + 8 =

1. Dormitory
2. Dining
3. Kitchen
4. Store
5. Prayer room
6. Sick room
7. Office
8. Library
9. Play room
10. Other rooms if any

Size : **5 girls (rooms 12'x12') 1-room 7'x15' and boys of 6 room (8'x8')**
NO
YES
2 store room for both the hostel.
YES, boys and girls (in the varandah)
NO
NO. (along with the Manager's house)
NO.
NO.
Warden quarter, Manager quarter.

Furniture

1. Chairs
2. Tables
- ~~3. Desks - Shelves~~
4. Cots
5. Almirahs

2 Boys + 1 Girls
2 " + 1 "
2 " + 6 "
NO.
1 Boys + 2 Girls
NO.

Are there adequate lockers in the dormitory ? :

VIII. SURROUNDINGS :

Is there a compound wall/fence ?

Garden/Vegetable/Flower gardens

Play ground

Pits, ditches, manure heaps

Rank vegetation, bushes etc.

Stagnant pools

Soil pollution

Mosquito/fly breeding places

YES (in both hostel)
YES
NO Size : **(a small courtyard)**
NO.
"
NO
NO.

IX. SANITARY FACILITIES

Type of latrine	<input checked="" type="checkbox"/> Flesh out	Nos. 2 + 2 (boys and girls respectively)
Type of bath rooms	<input checked="" type="checkbox"/> Cemented	Nos. 5 Girls
No. of students per latrine		15 girls, 18 boys.
No. of students per bath room		6 girls
Are they adequate/inadequate ?		Needs cleaning
Do they have adequate urinals ?		No.
Do they have night urinals ?		"
Have latrines and bath rooms running water ?		"
Are drainage facilities good ?		YES
Is maintenance adequate ?		Needs improvement
Cleanliness		

X. HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up ?	YES, Boys and Girls.
If so, who examines ?	Lady doctor for both.
Frequency	Once a year (not regular)
When it was last done ?	3.12.79
Does the home maintain	
1. Health/Medical Attendance Record	YES
2. Weight and height record	"
Any follow up ?	NO
Warden/Doctor consultation	YES (whenever necessary)
Warden/Parent consultation	NO.
Is there a local hospital ?	YES
Is it run by the Government, Church or private ?	Government and church (R.C)
Do they have a sick room ?	NO.
If so	
1. No. of rooms	
2. No. of beds	

3. Separate mats
4. Separate plates and tumblers
5. Kitchen for special diet
6. Separate bath room
7. Separate latrine
8. Locked medicine cupboard
9. Separate sheets and pillows
10. Blankets
11. Sick children's clothes
12. Person in charge

Is there a first aid box kept with medicines ?

One first aid box for boys and girls

Any immunization given during the year ?

Yes, in August, 1981.

If so, when

- a) Vaccination
- b) A.T.S.
- c) Polio Vaccine
- d) T.A.B.
- e) B.C.G.

Cleanliness

- a) Daily washing of dining room
- b) Daily washing of kitchen
- c) Daily washing of bath room and latrines
- d) Daily cleaning of the surroundings of hostel

-

NO

YES

YES

Do the children participate in cleaning ?

YES.

Clothes washing facilities

8

- a. Drop in. If so when ?
- b. Washing of clothes by children. How often ?
- c. Dining facilities
- d. How often ?
- e. Supply of soap, best quality, per child/mealtime
- f. Use of Hospital board for Health Education ?
- g. Use, Supplies
- h. Frequency of dresses
- i. Food and Clothing
- j. Kitchen (s) Cleaning

Is the store room rat proof ? : **YES**

Is it clean and well arranged ? : **YES**

Drinking water facilities :
 1. Safe supply provided :
 2. Source :
 3. Storage : **Well and Tap**

Are the children supplied with
 Uniforms, sanitary towels, underwear and
 bathing towels ? : **YES**

If so, how many per year ? : **3 sets a year.**

When, supplied last ? : **December 1980.**

Do they have individual sleeping mats
 blankets ? : **YES.**

XII EDUCATION AND RESULTS

Which school/schools do the inmates attend

**Government school, Lutheran Primary
 sch col, H.L.School, Municipal
 School.**

The strength of the school

-

Education results of the school in last three
 years in %

-

What is the state average % ?

-

What is the distance between the home and
 the school ?

-

How many forterchildren are studying in

Class 6th to 8 th = 11

1. Elementary school

25

2. Higher Ele. School

15

3. High School

4. Junior College

Educational results of the fosterchildren
 in %

Class 6th to 8 th = 11

How many passed/detained ?

25

How much does the home pay as school fees ?

15

Who pays the school fees ?

6 failed 32 not passed.

Are the inmates supplied with books and
 note books ?

It raises from class to class.

Do the children who are weak in studies

Hostel

receive any extra tuition? If so how many ?

YES

YES. (those who are weak.)

In what subjects ?	Which ever necessary
Who gives the tuition ?	Mr. Dhanson Alexander
Is the tutor full time or part time ?	Part time.
Payment for tuition, if any ?	Rs. 130/- per month
Are study hours conducted and supervised ?	YES (6.30 a.m. to 8 a.m. 7.00 p.m. to 9 p.m.)

XIII SPIRITUAL LIFE :

Religious activities of the home

1. **Balice Samaj (every saturday) for girls.**
2. **Luther League(" ") for Boys.**
3. **Morning and Evening devotion.**
4. **Memory Verse.**
- 5.

Is Evangelistic work done by the inmates ?

If so, where and how often do they go for Evangelistic work ?

Who guides them in this work ?

Who conducts the daily worship ?

Do they follow any syllabus ?

If not, how is the Bible portion selected ?

The No. of Bibles, New Testaments, Lyrics and Hymn books in the Hostel

Are they adequate for their use ?

XIV RECREATIONAL ACTIVITIES :

Leadership training, if any (specify)

No.

bnatto setomni eft ob aloofoz loofoz

loofoz eft to dlignts eft

- eft faf ni loofoz eft to attuet polauba

Warden or the elder Children

YES.

bns emal eft ob aloofoz

5 loofoz eft

- ni oniybute eis naibidibin

How many loofoz

loofoz vietnamol

High 2nd 3rd

- nunti Colle

No.

Sports materials of the home

Caromboard (4) Chess (1) Loo-do

For indoor games

bns alood dlyz

Bolly Ball (3) foot Ball(1) nets(2)

For out-door games

zibutu ni jinw eis onw naibidib

System work H Snodius efta vns evies

Does the home conduct sports meet (competition) for the inmates ?	Yes
How often ?	—
Any inter-Home sports competition ?	No.
How often ?	—
How many times per year are children taken on picnics or excursions ?	Once in a year (both boys and girls hostel)
Name of the places they have visited recently and the dates of visits	Sensu Bridge, 55 k.m. Nov. 1960 Boys & Girls - Dholak, Kartal Manjeera, Bango.
Musical Instruments of the Home	One child is sent to the musical institute.
Who teaches them to play the musical instruments ?	No.
Are children trained to enact dramas ?	—
Social	—
Religious	—
Does the home conduct cultural evenings to give opportunity to display the talents of the children :	Yes
Are the children encouraged to participate in debates, quizzes, elocution and essay competition? :	No.
1. in the Home	—
2. on inter-Home basis	—
Is there a library ?	No.
If so, number of books	English Other language
Are daily news paper health and religious magazines ordered for the home ?	Yes
If so, what (names) ?	Deshbandhu, Navbharet, Hindustan, Saptahic Patrika.
Do the children keep any hobbies ?	—YES
If so, what ?	singing, picture collection, sewing, embroidery, painting.
XV CULTIVATION	—
Are lands available for cultivation ?	—
Are the lands attached to the Boarding Home ?	—
If so, how many acres	—
Dry land	—
Wet land	—

How is irrigation done ? :
 The major crops raised :
 Is there a well ? :
 If so, the depth and diametre :
 Is the well installed with a pumpset ? :
 Is there an over-head tank ? :
 Is there a kitchen garden ? :
 Is there a poultry/ cattle farming ? :

XVI FINANCIAL SUPPORT/ACCOUNTS/ADMINISTRATION

State all sources from which the Home ? : CASA/CCF/CI/World Vision/W.C./
 receives financial aid and other aids ? : Government/Church/Others
 Amount per annum :
 If received, since when ? :
 Does the Home charge any fees from the KNH supported children ? : Yes/No
 If so, how much per Child & month ? **Rs. 5/- p.m.**
 Are the accounts kept up to date ? : **YES**
 If not, which ? :
 Do they have Bank Account ? : **YES** : **State Bank of India L-64.**
 If so, where and No. ? :
 Who is operating the a/c ? : **Manager**
 Who is maintaining the a/c ? : **Manager and Boys hostel Warden.**
 Does the Home receive the full KNH amount or a part of it ? : **YES**
 On what basis ? : **Draft.**
 Does the Diocese Church do any interim audit or supervision ? : **No.**

If so, how often in a year ?	:	1. Daily/exception Record
Does the Home maintain the following Records	:	ACCOUNTS
REGISTERS :		
1. Admission Register	DAY : NO	1. Diary/Carry Book
2. Attendance Register	DAY : YES	2. Cash Book
3. Academic Progress Register	DAY : NO	3. Vouchers
4. Postal Register for incoming and outgoing letters	DAY : NO	4. Stock and Income Register
5. Parcel Register	DAY : YES	5. Receipt Book with cash deposit account
6. A diary of events	DAY : NO	6. Special Cash Account Book as per the instructions addressed
7. Inventory Register	DAY : NO.	7. Accounts Book as per the instructions addressed
8. Sick Register	DAY : NO	8. Receipt Book with cash deposit account
9. A Visitors' Book	DAY : NO	9. Receipt Book with cash deposit account
10. Minute Book	DAY : YES	10. Accounts Book with cash deposit account
11. Hostel leaver's Register (for follow up work)	DAY : NO.	11. Receipt Book with cash deposit account
12. Fosterparents' address Book	DAY : NO.	12. Hostel leaver's Register
FILES :		
1. Correspondence files	DAY : YES	13. Work done by the Home
2. Individual files wherein the Identity Sheet, etc. to be kept	DAY : YES	14. Who does the Home maintain files for
3. Cumulative Records for counselling and guidance	DAY : YES	15. Who does the Home maintain files for
4. Circular letters	DAY : NO.	16. Counselor's files
5. Extended Fostership	DAY : Common file for all Extended ones.	17. Circular letters given
6. Building	DAY : NO.	18. Does the Home have a service to a Building
7. Miscellaneous	DAY : NO.	19. Guidance Officer's files
8. File for Reports (Survey reports and Annual reports)	DAY : NO.	20. Is there a central source in Home ?

9. Medical Inspection Record

YES

ACCOUNTS :

1. Daily Cash Book
2. Ledger
3. Vouchers
4. Stock and Issue Register
5. Acquittance Register
6. Receipt book with carbon duplicate
7. Special Gift Account Book as per the proforma suggested
8. Joy Accountant Book as per the proforma
9. Remittance Sheets file
10. Audited Statement of Accounts
11. Staff Attendance Register

Does the Hostel give pocket money to the children ?

NO.

If so, how much ?

-

Has the Home a typewriter ?

YES

Who does the administrative work ?

Manager.

What are the methods the Home has adopted to

Counselling and sometimes punishment

correct the children ?

YES

Is career guidance given ?

Warden and Manager

If so, by whom ?

NO

Does the Home avail the services of a Vocational Guidance Officer ?

No.

Is there a career corner in Home ?

File for Report (2) may be used for

Annex (b) (a)

Does the Home arrange for a parents' day ?	:	NO.
Does the Home arrange for an old residents' day ?	:	NO.
Do the hostel authorities conduct any follow-up study with regard to the out-going children ?	:	NO.
If so, how ?	:	NO.

XVII SUGGESTIONS AND RECOMMENDATIONS :

I reached Ambikapur in the evening after a long bus journey. But all the tiredness was overridden by a beautiful fresh green tribal reception given by the children with lovely singing and dances.

This hostel has got two separate buildings for boys and girls. But though the hostels are separate the food is prepared in the girls hostel. Boys hostel has got a compact compound but the walls need to be raised as the local drunkard people jumped in and create disturbance. Girls hostel badly needs more latrines as the existing ones are quite insufficient.

One of the acute of this Problem of this hostel is lack of proper vocational guidance. Many children are in the extended fosterhip scheme but some of them shift their courses in the interim period. This is incredible. Hostel Authorities must scrutinize the interest aptitude, and suitability of children for different vocations. On the basis of this the children must be placed in respective vocation. This would eventually solve the unnecessary problem created due to trial and error attempts.

Here are my following suggestion for the improvement and smooth running of the hostel.

I found that the accounts are kept upto-date but the hostel does not have so many files and registers as required (see page 13 & 14 of this report) This must be taken care of immediately.

The standard of the food need to be improved. Everyday vegetable must be served with each meal and meat should be served thrice a week.

The It was quite interesting to see the varieties of hobbies the children have. I would, therefore, suggest that in each dormitory pin-boards must be fixed where in the children can display their hobbies and handicrafts. Once a year competition can be made among the children

and some token of incentive may be given. This will foster the competitiveness, industriousness and the zeal of the children. This will be a means to evaluate their aptitudes for future accomplishments. The individual cumulative records must be maintained as advised.

Once again I would like to stress the suggestions given in the last report (in 1979) to appoint a full time lady warden for girls. Young girls need proper guidance and constant watch otherwise they may go astray.

The strength of the committee is now quite satisfactory as against the last visit. But the quota of the hostel is 80 which is besides the extended fostership. Hence deserving children can be put in place of the extended children. It is important for the better functioning of the hostel to maintain 8:2 proportion of KMH-NON KMH children. The hostel authorities may consider to separate the boys and girls hostel (as they have all facilities, i.e. kitchen store etc.) for the better management and functioning.

As per the previous report Rs.58,000 has been sanctioned for new girls hostel with 100 capacity. The location must be finalized with the church and accordingly informed to the CNI-CCC Office for further steps for the construction.

At the face of difficulty in accommodation in the girls hostel, a big room has been given to one of the cook. May I suggest that this cook must be accompanied in the adjacent room and the dormitory is vacated and used as girls dormitory.

It was quite exciting to hear the good report of the hostel from the extended foster children. I had a profitable time with them in their respective college/training centre, hostels discussing about their future problems. I am glad to learn that the children have earned good reputation in their respective institutions.

This report may be placed in the management committee and the decision taken for the implementation of the suggestion may be later informed to our office (CNI-CCC)

May I extend my thanks to the Manager, the Warden and the children for their kind love and hospitality rendered to me.


JEE SUR CHARAN DAS
(HOME OFFICER)

CC:KNEI-DUISBURG
Rev. N. Mika.
Rev. M. Teke.
Rev. P. D. Soren
File 4/1821
1821/SF
HO-4.

JCD/na



KSS-56 B
THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE (CNI-CCC)

A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA
AFFILIATED WITH KINDERNOTHILFE e.V., DUISBURG, WEST GERMANY

Chairman, The Most Rev. R. S. Bhandare, Cathedral House, Nagpur-440001 Phone : 33189
Treasurer, Mr. Amal K. De, 16 Pandit Pant Marg, New Delhi-110001, Phone : Off. : 386513, Res. 663386
Secretary & Director, Mr. S. Michael Rubdy, B.A., L.L.B., B.Com, 15, Rajniwas Marg, Delhi-110054, Phone: 234951
Representative: Kindernothilfe e.V. Mr. Bhaskar A. Bhasme, B.A., L.L.B., S.T.C., 26, Lavelle Road, Bangalore - 560001

Grams : FOSTERCARE

Rev. O. Toppo
Manager
Lutheran Hostel
AMBIKAPUR - 497001
Surguja District
Madhya Pradesh

19/3/82

Central Office
15, Rajniwas Marg,
Delhi-110054

Date 16.3.82
JCD/sa

*lwd
19/3/82*

Dear Rev. Toppo,

Here I am forwarding the Survey Report of your
Home made by Mr. Jeesup Charan Das.

Kindly see that a full time lady Warden is appointed
soon.

You may sometimes call the State/District vocational
Guidance Officer or Employment Officer to enlighten
the children ^{as} various job opportunities available
and the corresponding courses necessary there unto.

All the suggestion made in the report must be
implemented.

With best wishes,

Yours Sincerely

S. Michael Rubdy

S. Michael Rubdy
Director

cc: K.N.H. Duisburg

Rev. M. Bage

File : 1821/S.F.

H.O./4.

CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

DELHI

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home	Lutheran Hostel, Ambikapur
Home No. 1821	Date of visit 23.2.1982

I. LOCATION

Location of the Boarding Home

Village	Ambikapur
Taluk	"
District	Surguja
State	M.P.
Population of the town/village	36,000
Major occupation of the people	Farming
General facilities of the locality	4 High School, 7 Middle, 14 primary.
No. of Schools	2
Colleges	I.T.I. Nursing Training, Basic training
Training Centres	R.C. Lutheran, Memonite,
Churches	One Govt. & one R.C.
Hospitals	Tailoring college Industry (R.C.)
Any other institutions	40%
Percentage of literacy in the town/village	

II. THE PARISH AND THE CHURCH

Christian population in the town/village	7,000
No. of Christian families	110 Lutheran, 300 R.C. 7 to 10 memonite
Christian Denominations	R.C. Lutheran, Memonite,
Institutions under the Christian Churches	Lutheran Church= one primary school R.C.= one primary, 2-higher Sec.school

III. MANAGEMENT OF THE BOARDING HOME

Is there a Management Committee ?	:	Yes
The names of the members	:	
1	Rev. D.D.Toppo (Chairman)	
2	Rev. O.Toppo (Secretary)	
3	Rev. S.Barla (Boys Warden)	
4	Mrs. B.Toppo (Girls Warden)	
5	Mr. S.Khakha	
6	Mr. Emanuel Kujur	
7	Mr. Luther Kerketta	
8		

IV. THE CHILDREN

When was the home started ?	:	1955 (Boys) 1959 (Girls)
How is admission made ?	:	Committee
Total strength of the Home	:	68
No. of children supported by KNH	:	36 + 12 extd. = 48
How many are getting extended fosterership ?	:	12
Since when is KNH supporting this home ?	:	1972
No. of children supported by other organizations.: C.C.F.	:	/
C.I.	:	/
World Vision	:	/
others	:	Nil
No. of orphans	:	/
No. of semi-orphans	:	3 Boys, 2 Girls
No. of economically backward/ big sized families	:	Rest all
How many are paying boarders ?	:	20 Girls, 10 Boys
If paying, the boarding fees per month	:	Rs.55

V. ATTENDANCE

Number and names of fosterchildren who were absent :

S. No.	Reg. No.	Name	Reasons
1.			upsettisition
2.			Whether the Master is a full time Wednesday
3.			Since man is not working as a Wednesday
4.			Whether the Master has succeeded in the work
5.			Trained Child Care Worker - CNI-CCW
6.			Name of the day-care center in which
7.			Other Child Care Worker
8.			Name
9.			Designation
10.			
11.			
12.			

Number of fosterchildren who left the home during the year

S. No.	Reg. No.	Names	when child left	the Reason for leaving	whether LF & TYL sent or not	The Date in which LF and TYL's sent
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

VI. STAFF

Name of the Superintendent : **Mr. O. Topro**

Manager :

Whether honorary or paid? If paid, how much?

Name of the warden

Honorary

Honorary Rev. S. Barla

: 33 Years

Rs. 450/- p.m. churches paying Rs. 391/-
Rs. 59/- from the hostel account p.m.

age

salary per month

qualification

B.A. B.Th.

Whether the warden is a full time warden/part
time warden?

Full time

Since when is he/she working as a warden?

1978 October

Whether the warden has attended the warden's
Training Course conducted by CNI-CCC?

Yes

Name of the sub-warden/matron if any

Mrs. B. Toppo

Other Child Care workers

:

Name	Designation	age	qualification	salary	appointed since	Part time or full time
1. Mrs. B. Toppo	- 37 - Matric	Rs. 30/-	1977			Part time
2. Mr. A. Dhamson (Tutor)	- 34 - B.Sc. failed	-	Rs. 130/- p.m.	1978-		Part time
3.						
4.						
5.						
6.						
7.						
8.						

Ratio of Child Care works to Children :

Other personnel :

Name	Designation	salary per month	appointed since
1. Jeewan Kujur	- cook -	Rs. 45/- + food	1963
2. Mrs. S. Kujur	- cook -	Rs. 34/- + food	1974
3. D.D. Bakhla	- cook -	Rs. 32/- + food	1976
4. Mrs. M. Kujur	- cook -	Rs. 34/- + food	1976

VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built?

: 1958 Girls (1955 boys).

Who is the owner of the building?

: G.E.L.C.

The nature of the Hostel building

: Girls- Bricks plastered.

Boys- Bricks and cemented plastered.

Local tiles, cemented pacca.

Cemented

Wall

Roof

Floor

: Yes

Is the Home electrified?

: The building is not electrified.

When was the last white wash done ? : **December 1981**

Total No. of rooms : **Two Hostels**

1. Dormitory : Size: 5 girls (room 12'x12') 1 room
2. Dining : one (under construction) and Boys 7'x15' = 6 room
3. Kitchen : One (under construction)
4. Store : 2
5. Prayer room : One & one baranda
6. Sick room : Nil
7. Office : With the managers quarter.
8. Library : Nil
9. Play room : Nil
10. Other rooms if any : Managers house, Warden's quarter.

Furniture

1. Chairs : 2 Boys + 1 Girls
2. Tables : 2 " + 1 "
3. Desks Shelfs : 2 " + 6 "
4. Cots : No
5. Almirahs : 1 Boys + 2 Girls

Are there adequate lockers in the dormitory ? : **No**

VIII. SURROUNDINGS :

Is there a compound wall/fence ? : **Yes in both the hostels.**

Garden/Vegetable/Flower gardens

: **Yes**

Play ground

: **No** Size : (a small courtyard).

Pits, ditches, manure heaps

:

Rank vegetation, bushes etc.

:

Stagnant pools

:

Soil pollution

:

Mosquito/fly breeding places

No

IX. SANITARY FACILITES

Type of latrine	Flush out	Nos. 2 + 2 (Boys & Girls)
Type of bath rooms	Cemented	Nos. 5 Girls
No. of students per latrine		15 girls, 18 boys
No. of students per bath room		6 girls
Are they adequate/inadequate ?		Not Adequate
Do they have adequate urinals ?		No
Do they have night urinals ?		No
Have latrines and bath rooms running water ?		No
Are drainage facilities good ?		Yes (managable)
Is maintenance adequate ?		O.K.
Cleanliness		O.K.

X HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up ? : **No (not done in 1981)**

If so, who examines ?

Frequency

When it was last done ?

Does the home maintain

1. Health/Medical Attendance Record

2. Weight and height record

Any follow up ?

Warden/Doctor consultation

Warden/Parent consultation

Is there a local hospital ?

Is it run by the Government, Church or private ?

Do they have a sick room ?

If so

1. No. of rooms

2. No. of beds

3. Separate mats
4. Separate plates and tumblers
5. Kitchen for special diet
6. Separate bath room
7. Separate latrine
8. Locked medicine cupboard
9. Separate sheets and pillows
10. Blankets
11. Sick children's clothes
12. Person in charge

Is there a first aid box kept with medicines ?

Any immunization given during the year ?

If so, when

- a) Vaccination - Yes
- b) A.T.S.
- c) Polio Vaccine
- d) T.A.B.
- e) B.C.G.

Cleanliness

- a) Daily washing of dining room
- b) Daily washing of kitchen
- c) Daily washing of bath room and latrines
- d) Daily cleaning of the surroundings of hostel

Do the children participate in cleaning ?

Clothes washing facilities

Yes

1981, August

No

Cleansed with cowdung water.

Yes

Yes

Yes

Yes

Near the well.

a. Dhoby. If so how often ?	:	No	3 Separate water
b. Washing of clothes by children. How often ?	:	Yes whenever needed	4 Separate bath
c. Drying facilities	:	Open air	5. Kitchen for healthy diet
d. Iron Box	:	Yes (2)	6. Separate wash room
e. Supply of soap per child; bathing/washing	:	No	7. Separate latrine
Does the Hostel provide any Health Education ?	:	No	8. Lecture, pamphlets, charts
If yes, Subjects	:	/	9. Separate sheets and blankets
Frequency of classes	:	/	10. Pictures
XI FOOD AND CLOTHING.			
Kitchen : a) Cleanliness	:	Satisfactory	11. Separate dining hall
b) Type of stove	:	Mud	12. Person in charge
c) Type of fuel	:	Wood	13. Kitchen with separate room
d) Lighting bulb wattage	:	100 Wts.	14. Utensils
e) Cleanliness of cook	:	Satisfactory	15. Accesories
f) Participation by children	:	Yes (sometimes)	16. B.T.A. (a)
Are the kitchen facilities adequate ?	:	No	17. Pots & Spoons
Dining Room: a) Separate place	:	No	18. B.A. (b)
b) Screened	:		19. C.G. (a)
c) Floor sitting	:		20. Utensils
d) Table & stool	:		21. Dining table to provide a room
e) Individual tumbler/cup and plate	:		22. Dishes to provide a room
f) Plate and cup racks	:		23. Dishes to provide a room
g) Hand washing facilities	:		24. Utensils to provide a room
h) Cleanliness	:		25. Utensils to provide a room
i) Accommodation	:		26. Utensils to provide a room
Do they have a fixed menu ?	:	Yes	27. Utensils to provide a room
Who has worked out the menu sheet ?	:	Warden & Manager	28. Utensils to provide a room
How many times is meat served ? (per week, and kg purchased at a time)	:	Twice a week, 10 kg. evening time	29. Utensils to provide a room
Do they distribute milk ?	:	No	30. Utensils to provide a room
If so, how often ?	Quantity	:	-
Other supplementary foods		:	-
Average expense on food per child per month.		:	-

Is the store room rat proof ?	No
Is it clean and well arranged ?	Yes
Drinking water facilities	
1. Safe supply provided	
2. Source	
3. Storage	
Are the children supplied with	
Uniforms, sanitary towels, underwear and bathing towels ?	Well
If so, how many per year ?	Cement tanks
When, supplied last ?	
Do they have individual sleeping mats	
blankets ?	Yes

XII EDUCATION AND RESULTS

Which school/schools do the inmates attend	Govt. school, Lutheran Primary Municipal school, H.L.School
The strength of the school	
Education results of the school in last three years in %	2
What is the state average % ?	?
What is the distance between the home and the school ?	About $1\frac{1}{2}$ K.m. diameter.
How many fosterchildren are studying in	
1. Elementary school	Class 6 to 8 = 11
2. Higher Ele. School	25
3. High School	
4. Junior College	4 Girls + 3 girls = 7 I.T.I.
Educational results of the fosterchildren in %	
How many passed/detained ?	6 failed 32 passed
How much does the home pay as school fees ?	Different rates
Who pays the school fees ?	Hostel
Are the inmates supplied with books and note books ?	Yes
Do the children who are weak in studies receive any extra tuition? If so how many ?	Yes (those who are weak)

In what subjects ?	: Which ever required
Who gives the tuition ?	: Mr. Dhamson Alexander
Is the tutor full time or part time ?	: Part time
Payment for tuition, if any ?	: Rs.130/- p.m. (not regularly)
Are study hours conducted and supervised ?	: Yes (6:30a.m. to 8:00 a.m.) 7:00a.m. to 9:00 p.m.)

XIII SPIRITUAL LIFE :

Religious activities of the home

1. **Balika Samaj (every Saturday) for girls**
2. **Luther leagen (1 " ") for Boys.**
3. **Morning & evening devotion**
4. **Memory verse**
- 5.

Is Evangelistic work done by the inmates ?

: No

If so, where and how often do they go for Evangelistic work ?

: -

Who guides them in this work ?

: -

Who conducts the daily worship ?

: **Warden/Manager and elder children**

Do they follow any syllabus ?

: Yes

If not, how is the Bible portion selected ?

: **Pratah Kal Manan (in Hindi)**

The No. of Bibles, New Testaments, Lyrics and Hymn books in the Hostel

: -

Are they adequate for their use ?

: -

XIV RECREATIONAL ACTIVITIES :

Leadership training, if any (specify)

: **Group works**

Sports materials of the home

: **Carom board (4) chess(1) & loodo**

For indoor games

: **Volly ball(2) foot ball nets (2).**

For out-door games

Does the home conduct sports meet (competition) for the inmates ?	No
How often ?	
Any inter-Home sports competition ?	No
How often ?	
How many times per year are children taken on picnics or excursions ?	Once a year (both Boys & Girls)
Name of the places they have visited recently and the dates of visits	
Musical Instruments of the Home	Dholak, Kartal, Manjeera, Bongo
Who teaches them to play the musical instruments ?	
Are children trained to enact dramas ?	No
Social	/
Religious	/
Does the home conduct cultural evenings to give opportunity to display the talents of the children :	Yes
Are the children encouraged to participate in debates, quizzes, elocution and essay competition? :	Yes
1. in the Home	
2. on inter-Home basis	
Is there a library ?	No
If so, number of books	English Other language
Are daily news paper health and religious magazines ordered for the home ?	Yes
If so, what (names) ?	Deshbandhu, Navbharat, Hindustan Encyclopaedia
Do the children keep any hobbies ?	Yes
If so, what ?	Embroidery & Painting
XV CULTIVATION	
Are lands available for cultivation ?	No
Are the lands attached to the Boarding Home ?	
If so, how many acres	
Dry land	
Wet land	

How is irrigation done ? : **With the help of tubewell and pumpset.**

The major crops raised : **Maize, millet, groundnut, etc.**

Is there a well ? : **Yes**

If so, the depth and diametre : **150 ft. deep and 12 ft. in diameter.**

Is the well installed with a pumpset ? : **Yes**

Is there an over-head tank ? : **Yes**

Is there a kitchen garden ? : **Yes**

Is there a poultry/ cattle farming ? : **Yes**

XVI FINANCIAL SUPPORT/ACCOUNTS/ADMINISTRATION

State all sources from which the Home receives financial aid and other aids ? : **CASA/CCF/CI/World Vision/W.C./Government/Church/Others**

Amount per annum If received, since when ? : **Nil**

Does the Home charge any fees from the K.N.H supported children ? : **Yes/No**
If so, how much per Child & month ? **Rs.5/-p.m.**

Are the accounts kept up to date ? If not, which ? : **Yes**

Do they have Bank Account ? : **Yes**

If so, where and No. ? : **S.B.I., Ambikapur-P/B No. 2472 A/c No. L.64**

Who is operating the a/c ? : **Manager & Warden**

Who is maintaining the a/c ? : **Manager**

Does the Home receive the full K.N.H amount or a part of it ? : **Full**

On what basis ? : **Draft**

Does the Diocese Church do any interim audit or supervision ? : **No.**

If so, how often in a year ?

Does the Home maintain the following Records

REGISTERS :

1. Admission Register
2. Attendance Register
3. Academic Progress Register
4. Postal Register for incoming and outgoing letters
5. Parcel Register
6. A diary of events
7. Inventory Register
8. Sick Register
9. A Visitors' Book
10. Minute Book
11. Hostel leaver's Register (for follow up work)
12. Fosterparents' address Book

yes	:	No	1. Daily Cash Book
yes	:	Yes	2. Ledger
yes	:	No	3. Accounts
yes	:	Yes	4. School and Home Register
yes	:	Yes	5. Academic Register
yes	:	No	6. Receipts Book with copy of quittance
yes	:	No	7. School Gift Account Book as per the following
yes	:	No	8. Log Accountant Book as per the following
yes	:	Yes	9. Revenue Service File
yes	:	No	10. Annual Statement of Accounts
yes	:	No	11. Staff Address Book

FILES :

1. Correspondence files
2. Individual files wherein the Identity Sheet, etc. to be kept
3. Cumulative Records for counselling and guidance
4. Circular letters
5. Extended Fostership
6. Building
7. Miscellaneous
8. File for Reports (Survey reports and Annual reports)

yes	:	Yes	1. Is the Home a Residential
yes	:	Yes	2. Who does the supervisory work
yes	:	Yes	3. What are the functions of the Home
yes	:	Yes	4. Does the Home have a guidance
yes	:	Yes	5. Is there a guidance division
yes	:	Yes	6. Does the Home have the service of a
yes	:	Yes	7. Is there a secret court in Home
yes	:	Yes	8. Guidance Officer

9. Medical Inspection Record : **No**

ACCOUNTS :

1. Daily Cash Book	:	Yes
2. Ledger	:	Yes
3. Vouchers	:	Yes
4. Stock and Issue Register	:	Yes
5. Acquittance Register	:	Yes
6. Receipt book with carbon duplicate	:	Yes
7. Special Gift Account Book as per the proforma suggested	:	Yes
8. Joy Accountant Book as per the proforma	:	Yes
9. Remittance Sheets file	:	Yes
10. Audited Statement of Accounts	:	Yes
11. Staff Attendance Register	:	No
Does the Hostel give pocket money to the children ?	:	No
If so, how much ?	:	-
Has the Home a typewriter ?	:	Yes
Who does the administrative work ?	:	Manager & Warden
What are the methods the Home has adopted to correct the children ?	:	Counselling and sometimes marshal punishment
Is career guidance given ?	:	No
If so, by whom ?	:	-
Does the Home avail the services of a Vocational Guidance Officer ?	:	No
Is there a career corner in Home ?	:	No

Does the Home arrange for a parents' day ? : No
 Does the Home arrange for an old residents' day ? : No
 Do the hostel authorities conduct any follow-up study with regard to the out-going children ? : No
 If so, how ? : -

XVII SUGGESTIONS AND RECOMMENDATIONS :

The hostel authorities were quite surprised to have received my tour schedule after such a short span. It was the first time that the same Home Officer visited twice to this hostel. Ofcourse, the children were quite happy to see the slides of different flowers, fruits, birds and Bible stories.

During my discussion with the warden I found that he has not been given proper scope to work and improve the standard of the child care. Since the warden is a trained one the hostel authorities must see that he does all the official works and he should be extended with all co-operation to implement the newly learnt skills and methods.

So far no attempt has been made to look for a lady warden. This is quite necessary. It seem the manager has not been quite mindful toward this issue.

Maintenance of the hostel has been surely improved but it needs more improvement in the light of the last report.

Accounts of the hostel should be maintained daily. I am glad that the long pending money of the building grant has been sent back to the C.N.I. office. ^{book} _{The incomplete} of the kitchen cum dining, bath room and latrin must be completed soon. The actual required amount will be provided with by the C.N.I.-C.C.C as and when the actual estimate is sent. The local engineer and/or the Overseer may be consulted with for the completion of dining hall. In the Girls Hostel few more latrins should be made.

This report along with the previous one should be discussed in the local Management Committee in detail. It is necessary that the members of the Committee be well informed of the hostel officers. ^{affairs} as this would foster their co-operation.

18
T thank Rev. Toppo for being with me in Sitapur.

Does the Home Service for a better day?
Does the Home Service for an old member, day?

Do the people & their families
share with regard to the out-door difficulty.

Some, or all

XAH SUGGESTIONS AND RECOMMENDATIONS

JEESUR CHARAN DAS
HOME OFFICER

cc: K.N.H.Duisburg

Rev. M.Bage

File: 1821/S.F.

H.O./4



KSS-56B
THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE (CNI-CCC)

A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA
AFFILIATED WITH KINDERNOTHILFE e.V., DUISBURG, WEST GERMANY

Chairman, The Most Rev. R. S. Bhandare, Cathedral House, Nagpur-440001 Phone : 33189
Treasurer, Mr. Amal K. De, 16 Pandit Pant Marg, New Delhi-110001, Phone : Off. : 386513, Res. 663386
Secretary & Director, Mr. S. Michael Rubdy, B.A., L.L.B., B.Com, 15, Rajniwas Marg, Delhi-110054, Phone: 234951
Representative: Kindernothilfe e.V. Mr. Bhaskar A. Bhasme, B.A., L.L.B., S.T.C., 26, Lavelle Road, Bangalore - 560001

Grams : FOSTERCARE

22/1/82
Rev. J.S.Soy
Manager/Correspondent
Lutheran Girls Hostel
GOVINDPUR P.O. 831015
RANCHI DISTRICT.
B I H A R.

Central Office
15, Rajniwas Marg,
Delhi-110054

Date 19th Jan. 1982

TRK/na

Dear Rev. Soy,

I am forwarding a copy of the Survey Report prepared by
Mr. Jeesur Charan Das.

Kindly go through the report and implement the suggestion
given by him.

With best wishes,

Yours sincerely

S. Michael Rubdy
Director.

CC: Dr. M. Bage
KMH-Duisburg
File; SF/1824
HOME OFFICER - 4.

MANAGEMENT OF THE BOARDING HOMES
Survey Committee
**CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE
DELHI**

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home	:	Lutheran Girls Hostel, Govindpur
Home No. 1824	:	Date of visit 17.12.81

I. LOCATION	:	
Location of the Boarding Home	:	
Village	:	Govindpur
Taluk	:	Khunti
District	:	Ranchi
State	:	Bihar
Population of the town/village	:	4500
Major occupation of the people	:	Farming
General facilities of the locality	:	
No. of Schools	:	2, High School, 2 Middle, 3 Primary School
Colleges	:	Nil
Training Centres	:	Bible Training centre run by Lutheran Hostel
Churches	:	G.E.L.C.
Hospitals	:	Private Clinic
Any other institutions	:	
Percentage of literacy in the town/village	:	25%
II. THE PARISH AND THE CHURCH		
Christian population in the town/village	:	1200 (approximately)
No. of Christian families	:	200
Christian Denominations	:	G.E.L.C.
Institutions under the Christian Churches	:	2 High school, 2 middle schools, 1 Girls Hostel, Training centre for boy preachers.

III. MANAGEMENT OF THE BOARDING HOME

Is there a Management Committee ?	:	Yes
The names of the members	:	
1	:	Rev. J.Soy (chairman)
2	:	Rev. M.Joyo (Sect.)
3	:	Mr. S.Soy (High school Ass. Teacher)
4	:	Mrs. A.Horo (Middle school Head Mistress)
5	:	Mr. J.A.Aind (Asst. Teacher)
6	:	Miss M.Horo (Head Mistress, Girls High school)
7	:	Miss S.Tomo (Asst. Warden)

How often does the committee meet per year ?

4 Times a year.

When did it meet last ?

29th Oct. 1981

Who sanctions the budget of the Home ?

Committee

IV. THE CHILDREN

When was the home started ?

1981

How is admission made ?

Committee

Total strength of the Home

130

No. of children supported by K.N.H

92 (84+8)

How many are getting extended fosterership ?

8

Since when is K.N.H supporting this home ?

1973

No. of children supported by other organizations : C.C.F.

C.I.

World Vision

others

No. of orphans

2

No. of semi-orphans

No. of economically backward/ big sized families

Rest all

How many are paying boarders ?

38

If paying, the boarding fees per month

Rs.60/-p.m. (but some don't pay)

V. ATTENDANCE

Number and names of fosterchildren who were absent :

S. No.	Reg. No.	Name	Reasons
1.			absent
2.			Wife of the widow is a full time worker
3.			time worker
4.			since when he has been a widow
5.			Wife of the widow has started his widow
6.			Trinam Childrens' Foundation by CMC-CCC
7.			Name of the super-widow (lady)
8.			Other Child Care Workers
9.			
10.			
11.			
12.			

Number of fosterchildren who left the home during the year

S. No.	Reg. No.	Names	when child left	the Reason for leaving	whether LF & TYL sent or not	The Date in which LF and TYL's sent
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

VI. STAFF

Name of the Superintendent :

Manager : Rev. J.S.Soy

Whether honorary or paid ? If paid, how much ?

Honorarium Allowance Rs.50/-p.m.

Name of the warden

Miss Seva Tete

age

26

salary per month

Rs.175/-

qualification

B.A. pass

Whether the warden is a full time warden/part time warden ?

Full time (now in training)

Since when is he/she working as a warden ?

1979 (oct.)

Whether the warden has attended the warden's Training Course conducted by CNI-CCC ?

Under training now (will finish in 1982 Dec.)

Name of the sub-warden/matron if any

Miss S. Topno

Other Child Care workers

Name	Designation	age	qualification	salary	appointed since	Part time or full time
------	-------------	-----	---------------	--------	-----------------	------------------------

1.

Miss S. Topno - 24 - B.A.pass - Rs.350/- 1981 Nov. - Full time

2. **Miss A. Barla - 22 - Matric - Teacher Training pass - Rs.230/-**

1979 Aug. - Full time

3.

4.

5.

6.

7.

Ratio of Child Care works to Children

Other personnel :

Name	Designation	salary per month	appointed since
1. Miss. Kunwari Barla (cook)	Rs.50/- + food	1976	
Mrs. Kripa H. - cook -	Rs.45/- + food	1979	
2. Mrs. Soshanti Hore - cook-	Rs.30/- + food	1979	
Paulaus Barla - Night Guard	- Rs.90/-	"	
3. Jamasih Topno - "	Rs.60/-	"	
4. Elias Hore -	Rs.60/-	"	

VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built ?

1981

Who is the owner of the building ?

G.E.L.C.

The nature of the Hostel building

Old Hostel

New Hostel

Wall

Bricks

Roof

Asbestos sheets

Floor

Cement

Is the Home electrified ?

yes

When was the last white wash done ? : **March 1979**

Total No. of rooms : **10**

1. Dormitory	Size : 2 dormitories in Big unit & one in the small unit
2. Dining	One hall will be cometed
3. Kitchen	One
4. Store	One
5. Prayer room	No
6. Sick room	One
7. Office	In the bungalow
8. Library	With matrons room
9. Play room	No
10. Other rooms if any	Two teachers room in each unit

Furniture

1. Chairs	4 + 6 Cain ones
2. Tables	3
3. Desks	5 desks, 5 benches 5 shelves
4. Cots	4
5. Almirahs	Nil

Are there adequate lockers in the dormitory ? : **No lockers.**

VIII. SURROUNDINGS :

Is there a compound wall/fence ?	Yes (for bigger unit)
Garden/Vegetable/Flower gardens	Yes
Play ground	One Size : small size.
Pits, ditches, manure heaps	No
Rank vegetation, bushes etc.	
Stagnant pools	
Soil pollution	
Mosquito/fly breeding places	

IX. SANITARY FACILITIES

Type of latrine	Nos. 4 + 8	1. Dinning
Type of bath rooms	Nos. 6 + 8	2. Kitchen
No. of students per latrine	13	3. Stores
No. of students per bath room	13	4. Physician
Are they adequate/inadequate ?	O.K.	5. Physician room
Do they have adequate urinals ?	No	6. Gym room
Do they have night urinals ?	No	7. Office
Have latrines and bath rooms running water ?	No	8. Library
Are drainage facilities good ?	O.K.	9. Play room
Is maintenance adequate ?	?	10. Other rooms if any
Cleanliness	O.K.	

X. HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up ?	Yes	1. Doctor
If so, who examines ?	Dr. Digamber Sahu, Dr. Bimal Barla	2. Surgeon
Frequency	Once a year	3. Optician
When it was last done ?	12.12.81	4. Optician
Does the home maintain		5. Ambulance
1. Health/Medical Attendance Record	Yes	6. Ambulance
2. Weight and height record	No	7. Ambulance
Any follow up ?	-	8. Ambulance
Warden/Doctor consultation	Yes	9. Ambulance
Warden/Parent consultation	-	10. Ambulance
Is there a local hospital ?	Private clinic	11. Ambulance
Is it run by the Government, Church or private ?	Private	12. Ambulance
Do they have a sick room ?	Yes	13. Ambulance
If so		14. Ambulance
1. No. of rooms	One	15. Ambulance
2. No. of beds	4	

3. Separate mats	:	Yes
4. Separate plates and tumblers	:	No
5. Kitchen for special diet	:	No
6. Separate bath room	:	No
7. Separate latrine	:	No
8. Locked medicine cupboard	:	Yes (Institution's place)
9. Separate sheets and pillows	:	No
10. Blankets	:	No
11. Sick children's clothes	:	No
12. Person in charge	:	?

Is there a first aid box kept with medicines ?

Yes

Any immunization given during the year ?

No

If so, when

- a) Vaccination
- b) A.T.S.
- c) Polio Vaccine
- d) T.A.B.
- e) B.C.G.

NO

Cleanliness

- a) Daily washing of dining room
- b) Daily washing of kitchen
- c) Daily washing of bath room and latrines
- d) Daily cleaning of the surroundings of hostel

Not regularly

Yes

Do the children participate in cleaning ?

-

Clothes washing facilities

:

a. Dhoby. If so how often ?	:	No
b. Washing of clothes by children. How often ?	:	All by children them selves.
c. Drying facilities	:	Open air
d. Iron Box	:	Yes 2
e. Supply of soap per child; bathing/washing	:	?
Does the Hostel provide any Health Education ?	:	No
If yes, Subjects	:	-
Frequency of classes	:	-

XI FOOD AND CLOTHING.

Kitchen : a) Cleanliness	:	O.K.
b) Type of stove	:	Muddy
c) Type of fuel	:	Firewood
d) Lighting bulb wattage	:	No electric light available in the village
e) Cleanliness of cook	:	O.K.
f) Participation by children	:	Sometimes
Are the kitchen facilities adequate ?	:	No(chimney needed)
Dining Room: a) Separate place	:	No
b) Screened	:	
c) Floor sitting	:	
d) Table & stool	:	
e) Individual tumbler/cup and plate	:	
f) Plate and cup racks	:	
g) Hand washing facilities	:	
h) Cleanliness	:	
i) Accommodation	:	
Do they have a fixed menu ?	:	Yes
Who has worked out the menu sheet ?	:	Warden and matron.
How many times is meat served ? (per week, and kg purchased at a time)	:	Once a week.
Do they distribute milk ?	:	No
If so, how often ?	Quantity	No
Other supplementary foods	:	No
Average expense on food per child per month.	:	-

Is the store room rat proof ?	: No
Is it clean and well arranged ?	: Yes
Drinking water facilities	: Well Tanks
1. Safe supply provided	
2. Source	
3. Storage	
Are the children supplied with	: Yes
Uniforms, sanitary towels, underwear and	
bathing towels ?	: Once a year
If so, how many per year ?	: ?
When, supplied last ?	
Do they have individual sleeping mats	: No
blankets ?	

XII EDUCATION AND RESULTS

Which school/schools do the inmates attend

The strength of the school

Education results of the school in last three
years in %

What is the state average % ?

What is the distance between the home and
the school ?

How many fosterchildren are studying in

1. Elementary school
2. Higher Ele. School
3. High School
4. Junior College

Educational results of the fosterchildren
in %

How many passed/detained ?

How much does the home pay as school fees ?

Who pays the school fees ?

Are the inmates supplied with books and
note books ?

Do the children who are weak in studies
receive any extra tuition? If so how many ?

**Mission school, middle, High &
Primary school**

200

80%

?

In the same compound

RECREATIONAL ACTIVITIES

13 failed

Yes

Yes

Yes

In what subjects ?	English, Mathematics
Who gives the tuition ?	Teachers of the school
Is the tutor full time or part time ?	Part time.
Payment for tuition, if any ?	
Are study hours conducted and supervised ?	Yes

XIII SPIRITUAL LIFE :

Religious activities of the home

1. Morning & Evening prayers
2. Sunday evening sing song programmes.
- 3.
- 4.
- 5.

Is Evangelistic work done by the inmates ?

No

EDUCATION AND RESULTS

If so, where and how often do they go for Evangelistic work ?

-

Worship, service, etc.

Who guides them in this work ?

-

Worship, service, etc.

Who conducts the daily worship ?

-

Worship, service, etc.

Do they follow any syllabus ?

-

Worship, service, etc.

If not, how is the Bible portion selected ?

-

Worship, service, etc.

The No. of Bibles, New Testaments, Lyrics and Hymn books in the Hostel

?

Worship, service, etc.

Are they adequate for their use ?

?

Worship, service, etc.

XIV RECREATIONAL ACTIVITIES :

Leadership training, if any (specify)

No

High School

Sports materials of the home

-

Worship, service, etc.

For indoor games

-

Worship, service, etc.

Carrom board

-

Worship, service, etc.

For out-door games

-

Worship, service, etc.

skipping rope, roller ball, ring ball

Does the home conduct sports meet (competition) for the inmates ?

No

How often ?

-

Any inter-Home sports competition ?

-

How often ?

-

How many times per year are children taken on picnics or excursions ?

1980 Oct. **Netrabati, Picnic to Ranchi on Barter Monday**

Name of the places they have visited recently and the dates of visits

Dholak

Musical Instruments of the Home

-

Who teaches them to play the musical instruments ?

Yes

Are children trained to enact dramas ?

Yes

Social

Yes

Religious

Yes

Does the home conduct cultural evenings to give opportunity to display the talents of the children :

Yes **(on Sundays)**

Are the children encouraged to participate in debates, quizzes, elocution and essay competition ? :

No

1. in the Home

-

2. on inter-Home basis

-

Is there a library ?

Yes **(not separate)**

If so, number of books

English

Other language ~~100~~ **magazine**
Altogether =150-)

Are daily news paper health and religious magazines ordered for the home ?

No

If so, what (names) ?

-

Do the children keep any hobbies ?

Yes

If so, what ?

Sewing, neatening & handicrafts

XV CULTIVATION

Are lands available for cultivation ?

No

Are the lands attached to the Boarding Home ?

-

If so, how many acres

-

Dry land

-

Wet land

-

How is irrigation done ? : **Qasai**
 The major crops raised : **Wheat, Maize, Jowar, Bajra, Gram, etc.**
 Is there a well ? : **Yes**
 If so, the depth and diametre : **15 feet, 30 inches**
 Is the well installed with a pumpset ? : **Yes**
 Is there an over-head tank ? : **Yes**
 Is there a kitchen garden ? : **Yes**
 Is there a poultry/ cattle farming ? : **Yes**

XVI FINANCIAL SUPPORT/ACCOUNTS/ADMINISTRATION

State all sources from which the Home receives financial aid and other aids ? : **CASA/CCF/CI/World Vision/W.C./Government/Church/Others**
 Amount per annum If received, since when ? : **Nothing**
 Does the Home charge any fees from the KNH supported children ? : **Yes/No**
 If so, how much per Child & month ? : **Rs.5/-pm.**
 Are the accounts kept up to date ? If not, which ? : **No**
 Do they have Bank Account ? : **15.12.81 cash book but ledger is not maintained**
 If so, where and No. ? : **Saving Bank, State Bank of India Khuti - A/c - 0436**
 Who is operating the a/c ? : **Secretary & Manager**
 Who is maintaining the a/c ? : **Manager**
 Does the Home receive the full KNH amount or a part of it ? : **Full**
 On what basis ? : **Draft**
 Does the Diocese Church do any interim audit or supervision ? : **Up**

If so, how often in a year ?

Does the Home maintain the following Records

REGISTERS :

		ACCOUNTS
1. Admission Register	:	Yes
2. Attendance Register	:	Yes
3. Academic Progress Register	:	No
4. Postal Register for incoming and outgoing letters	:	No
5. Parcel Register	:	Yes
6. A diary of events	:	No
7. Inventory Register	:	Yes
8. Sick Register	:	Yes
9. A Visitors' Book	:	Yes
10. Minute Book	:	Yes
11. Hostel leaver's Register (for follow up work)	:	No
12. Fosterparents' address Book	:	No

FILES :

		GENERAL
1. Correspondence files	:	Yes
2. Individual files wherein the Identity Sheet, etc. to be kept	:	No
3. Cumulative Records for counselling and guidance	:	No
4. Circular letters	:	Yes
5. Extended Fostership	:	No
6. Building	:	Yes
7. Miscellaneous	:	No
8. File for Reports (Survey reports and Annual reports)	:	No

9. Medical Inspection Record

ACCOUNTS :

		REGISTERS
1. Daily Cash Book	:	1. Admissions Register
2. Ledger	:	2. Attendance Register
3. Vouchers	:	3. Academic Progress Register
4. Stock and Issue Register	:	4. Pocket Register for Incomes and Outgoings
5. Acquittance Register	:	5. Receipt Register
6. Receipt book with carbon duplicate	:	6. Bank of Savings
7. Special Gift Account Book as per the proforma suggested	:	7. Inventory Register
8. Joy Accountant Book as per the proforma	:	8. SIC Register
9. Remittance Sheets file	:	9. Advances Book
10. Audited Statement of Accounts	:	10. Minutes Book
11. Staff Attendance Register	:	11. Hostel Incomes & Expenses (for follow up work)
Does the Hostel give pocket money to the children ?	:	12. Correspondence file
If so, how much ?	:	13. Counselling & punishment
Has the Home a typewriter ?	:	14. Career guidance given
Who does the administrative work ?	:	15. Manager with warden & matron
What are the methods the Home has adopted to correct the children ?	:	16. Counselling & punishment
Is career guidance given ?	:	17. Guidance for placement
If so, by whom ?	:	18. Guidance for placement
Does the Home avail the services of a Vocational Guidance Officer ?	:	19. Minibus
Is there a career corner in Home ?	:	20. File for guidance (Sundry letters, news, etc.)

Does the Home arrange for a parents' day ?	: No
Does the Home arrange for an old residents' day ?	: No
Do the hostel authorities conduct any follow-up study with regard to the out-going children ?	: No
If so, how ?	: -

XVII SUGGESTIONS AND RECOMMENDATIONS : -

On my trip to Govindpur & Takama I was accomplished by Dr. Bage, the Pramukh Adhyaksh of G.E.L.C. & Mr. & Mrs. Shortstate the President of Gossner Churches in East Germany. On my arrival the children received me with beautiful dance and singing.

This Hostel have got two buildings. One is quite new and is attached to the middle school and the other one is quite old and is little away from the other. The senior girls live in the later one. I found the room were kept very clean and tidy. Children organised a nice culteral program-me. I was encouraged to witness the various latests that they possess.

The present Manager Rev. J.S.Sey is quite new and so could not ^{deplain} emphasis certain things about the hostel to me. Now one of the lady warden ^{is} undertaking training in Bangalore. The present Matrons are taking quite keen interest in the welfare of the children.

I would suggest that the children may be divided into small groups interested with various responsibilities and which should change in relation after 2 months time. I found some girls form smaller cliques and do not mix with others. This must be ~~discouraging~~ discouraged. Although the home is trying to fulfill few of the aims of CNI-CCC it has not been able to touch at all the aims. Every activity of the hostel must be stiered in such a manner that the aim may be fulfilled.

I found most of the children stop their studies and/or training right after their schooling. This is a clear evidence of the lack of vocational training and exposure to various professions. I would strongly recommend that sometimes vocational Officers or employment officers from Ranchi may be invited and some talks be given to the children.

Medical check up is a must. After long vocation girls should undergo thorough medical checkup.

Children should be provided with soap, oil and socks etc. regularly besides (atleast) two pairs of dress a year if budget permits. Meat could be served thrice a week.

The home should maintain the registers & files mentioned in page No. 13 & 14 of the Survey Report.

The hostel does not have a proper dining hall. The present wood house should be converted into a dining hall as it is quite precious. Tables and benches may be repaired to make them usable. The kitchen may be replaced near the dining hall.

The existing sick room may be shifted to one of the box room and the other box room may be converted into normal dormitory for older girls. Because the dormitories are too ^{congested} comforted. Every dormitory should be decorated with some good pictures on the walls.

The hostel should provide mattresses and blankets to the children as they sleep on the flour and specially in winter it is quite difficult to manage without these.

Latrins and bathroom needs special attention for cleaning (specially in the old hostel).

Everyday News Papers (atleast 2 sets) may be purchased for the children to broaden their general knowledge.

I hope this report may be placed in the management committee to consider each suggestion and implement these as soon as possible.

I thank the Manager, Matron, staff and children for their co-operation. Specially I thank Dr. Bage for his help and co-operation during my visit to this hostel.

Dr. Bage

MR

for JESUR CHARAN DAS
HOME OFFICER

cc: Dr. M. Bage
KNN Duisburg

File: S/P : 1624
R/O : 4



THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE (CNI-CCC)

A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA
AFFILIATED WITH KINDERNOTHILFE e.V., DUISBURG, WEST GERMANY

Chairman, The Most Rev. R. S. Bhandare, Cathedral House, Nagpur-440001 Phone : 33189

Treasurer, Mr. Amal K. De, 16 Pandit Pant Marg, New Delhi-110001, Phone : Off. : 386513, Res. 663386

Secretary & Director, Mr. S. Michael Rubdy, B.A., L.L.B., B.Com, 15, Rajniwas Marg, Delhi-110054, Phone: 234951

Representative: Kindernothilfe e.V. Mr. Bhaskar A. Bhasme, B.A., L.L.B., S.T.C., 26, Lavelle Road, Bangalore - 560001

Grams : FOSTERCARE

Mr. A.M. Topno
Manager/Correspondent
Lutheran Girls Hostel
GOVINDPUR P.O. 831015
Ranchi District
Bihar

P. Wm. 8/6/83

Central Office
15, Rajniwas Marg,
Delhi-110054

Date 3rd June 1983
JCD/sa

Yours truly
Dear Mr. Topno,

I am forwarding the Survey Report of your hostel
for your information and necessary action.

Please put this report in your local Management
Committee and the decision taken to implement
them may be convened to our office.

With good wishes,

Yours sincerely

S. Michael Rubdy
S. Michael Rubdy
Director

cc: Rev. Dr. M. Bage
K.N.H. Duisburg

file: 1824/S.F.
H.O./4

CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

DELHI

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home : Lutheran Girls Hostel, Govindpur

Home No. 1824 : Date of visit 17.5.1983

I. LOCATION

Location of the Boarding Home

Govindpur

Village

Khunti

Taluk

Ranchi

District

Madhya Pradesh

State

MP

Population of the town/village

6,000

Major occupation of the people

Farming

General facilities of the locality

2 high school, 2 middle, 3 primary

No. of Schools

Nil

Colleges

Bible training centre run by Lutheran Hostel

Training Centres

G.E.L.C. (One) R.C. (one)

Churches

33.3 %

Hospitals

-

Any other institutions

-

Percentage of literacy in the town/village

25%

II. THE PARISH AND THE CHURCH

Christian population in the town/village

2,000

No. of Christian families

250

Christian Denominations

G.E.L.C. & R.C.

Institutions under the Christian Churches

G.E.L.C. - One high school

2 middle school

1 girls hostel

training centre for preachers

R.C. - one high school

III. MANAGEMENT OF THE BOARDING HOME

Is there Management Committee ? : Yes

The names of the members :

- 1 Rev. C.B.Aind - (I haka chairman)
- 2 Rev. M.Jojo (Secretary P.T.S. Principal)
- 3 Mr. M.Topno (Manager)
- 4 Mr. S.Soy (Asst. teacher high school)
- 5 Mr. B.K.Vengra (do)
- 6 Mr. A.Horo (Middle school head master)
- 7 Miss M.Horo (High school head mistress)
- 8 Miss Shobha Tete (Warden)

How often does the committee meet per year ? : Once in two months

When did it meet last ? : 11.4.83

Who sanctions the budget of the Home ? : Management committee

IV. THE CHILDREN

When was the home started ? : 1881

How is admission made ? : Committee

Total strength of the Home : 128

No. of children supported by KNH : 66 + (16 extended)

How many are getting extended fostership ? : 16

Since when is KNH supporting this home ? : 1975

No. of children supported by other organizations : C.C.F.

C.I.

World Vision

others

No. of orphans : 5

No. of semi-orphans : 16

No. of economically backward/ big sized families : Rest all

How many are paying boarders ? :

If paying, the boarding fees per month : Rs.70/- p.m.

V. ATTENDANCE

Number and names of fosterchildren who were absent :

Name of the Manager

S. No.	Reg. No.	Name	Reasons
1.			absent
2.			absent
3.			absent
4.			absent
5.			absent
6.			absent
7.			absent
8.			absent
9.			absent
10.			
11.			
12.			

Number of fosterchildren who left the home during the year

S. No.	Reg. No.	Names	when child left	the Reason for leaving	whether LF & TYL sent or not	The Date in which LF and TYL's sent
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

VI. STAFF

Name of the Superintendent : Mr. Alfred Marhat Topno

Manager :

Whether honorary or paid ? If paid, how much ? : **Honorarium Rs.50/- p.m. (Paid)**

Name of the warden : **Miss Shobha Tete**

age : **28**

salary per month : **Rs.410/- p.m.**

qualification : **B.A.**

Whether the warden is a full time warden/part time warden ? : **Full time**

Since when is he/she working as a warden ? : **1979 (Oct.)**

Whether the warden has attended the warden's Training Course conducted by CNI-CCC ? : **Yes**

Name of the sub-warden/matron if any : **Two matron joined from 1st May 1983.**

Other Child Care workers :

Name	Designation	age	qualification	salary	appointed since	Part time or full time
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Ratio of Child Care workers to Children :

Other personnel :

Name	Designation	salary per month	appointed since
1. Kripa Moren - cook	-	Rs.50/- + food	1983
2. Kusari Tepne - cook	-	Rs.40/- + food	1983
3. Paulous Baria - night gard	-	Rs.90 p.m.	1979
4. Kiliar Hero - Gardner	-	Rs.70/- p.m. + food	1979

VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built ?	: 1981		
Who is the owner of the building ?	: G.E.L.C.		
The nature of the Hostel building	: <u>Old hostel</u>		
Wall	: Mud		
Roof	: Tiles		
Floor	: Cement		
Is the Home electrified ?	: No		

When was the last white wash done ?

IX. SANITARY FACILITIES

Total No. of rooms		4 + 8	Type of latrine
1. Dormitory	8 + 8	Size : 6 + 8	Type of latrine
2. Dining		16	No. of latrines per room
3. Kitchen		15	No. of latrines per room
4. Store		Adequate	Are there adequate latrines ?
5. Prayer room		No	Do they have separate latrines ?
6. Sick room		No	Do they have separate latrines ?
7. Office		No	Do they have separate latrines ?
8. Library		No	Have latrines and pits have running water ?
9. Play room		Not adequate	Are there separate latrines ?
10. Other rooms if any		O.K.	Are there separate latrines ?
		Satisfactory	Cleanliness

Furniture

1. Chairs	:	X	HEALTH AND MEDICAL CARE
2. Tables	:	Yes	Do they have separate medical objects
3. Desks	:	Dr. Digambor Sahu or Bimal Barla	
4. Cots	:	Once a year	Frequency
5. Almirahs	:	12.12.81 (last year the check upas not done due to the absence of Doctor)	Does the name appear

Are there adequate lockers in the dormitory ? :

VIII. SURROUNDINGS :

Is there a compound wall/fence ?	:	Yes	Health/Medical Amenities Record
Garden/Vegetable/Flower gardens	:	No	Medical Record
Play ground	:	-	Any follow up
Pits, ditches, manure heaps	:	-	Medical/Doctor consultation
Rank vegetation, bushes etc.	:	Private clinic	Is there a local hospital ?
Stagnant pools	:	Private	Is it run by the Government, Church or by the
Soil pollution	:		Do they have a sick room ?
Mosquito/fly breeding places	:	One	1. No. of rooms
		2	2. No. of beds

IX. SANITARY FACILITIES

1982

Type of latrine	8 + 4	:	Nos.	Total No. of houses
Type of bath rooms	8 + 6	:	Nos. 2 + 2	2. Bathrooms
No. of students per latrine	16	:	One hall will be converted	3. Kitchen
No. of students per bath room	22	:	One	4. Stalls
Are they adequate/inadequate ?	Yes	:	One	5. Private room
Do they have adequate urinals ?	10	:	Nil	6. Sick room
Do they have night urinals ?	10	:	One	7. Play room
Have latrines and bath rooms running water ?	10	:	In the new dormitory	8. Future
Are drainage facilities good ?	10	:	In the matron's room	
Is maintenance adequate ?	10	:	Nil	
Cleanliness	8	:	Two teachers' room in each unit	

X. HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up?

If so, who examines?

Frequency

When it was last done?

Does the home maintain

1. Health/Medical Attendance Record

2. Weight and height record

Any follow up?

Warden/Doctor consultation

Warden/Parent consultation

Is there a local hospital?

Is it run by the Government, Church or private?

Do they have a sick room?

If so

1. No. of rooms

2. No. of beds

4+6 cabin ones

3

5 desks, 5 benches, 5 shelves

4

Nil

4+6 cabin ones

3

Yes

Yes

small one

1

2

3

4

5

6

7

8

9

10

11

12

13

3. Separate mats	: Yes	g. Dishes, II do you often ?
4. Separate plates and tumblers	: Yes	h. Washings to objects by children, How often ?
5. Kitchen for special diet	: Yes	i. Dining facilities
6. Separate bath room	: Yes	j. Iron Box
7. Separate latrine	: Yes	k. Supply of soap per child; quantity
8. Locked medicine cupboard	: Yes (in matron's place)	l. Does the Hostel provide a place for
9. Separate sheets and pillows	: Yes	m. Use of Supp[er]s
10. Blankets	: Yes	n. Prevalence of disease
11. Sick children's clothes	: Yes	o. XI. FOOD AND CLOTHING
12. Person in charge	: Matron & Matron	Kitchen : a) Cleanliness
Is there a first aid box kept with medicines ?	: Yes (in the office)	b) Tops of stove
Any immunization given during the year ?	: No	c) Tops of latrines
If so, when	: No	d) Fingernail and moustache
a) Vaccination	: Yes	e) Cleanliness of cook
b) A.T.S.	: Yes	f) Participation by children
c) Polio Vaccine	: Yes	g) Age of children
d) T.A.B.	: Yes	h) Dining Room : a) Separate place
e) B.C.G.	: Yes	b) Screening
Cleanliness		c) Food hygiene
a) Daily washing of dining room	: Yes	d) Tops and floors
b) Daily washing of kitchen	: Yes	e) Inhibitory trumpet and pipe
c) Daily washing of bath room and latrines	: Yes	f) Plates and cups
d) Daily cleaning of the surroundings of hostel	: Yes	g) Hand washing facilities
Do the children participate in cleaning ?	: Yes	h) Cleanliness
Clothes washing facilities	: Near the well	i) Accommodation

a. Dhoby. If so how often ?	:	No
b. Washing of clothes by children. How often? :		Whenever needed
c. Drying facilities	:	Open air
d. Iron Box	:	Yes 2
e. Supply of soap per child; bathing/washing :		?
Does the Hostel provide any Health Education ?	:	No
If yes, Subjects	:	-
Frequency of classes	:	-

XI. FOOD AND CLOTHING

Kitchen : a) Cleanliness	:	O.K.
b) Type of stove	:	Muddy
c) Type of fuel	:	Firewood
d) Lighting bulb wattage	:	No electric light available in the village
e) Cleanliness of cook	:	O.K?
f) Participation by children	:	Sometimes
Are the kitchen facilities adequate ?	:	No (chimney needed)
Dining Room : a) Seperate place	:	No
b) Screened	:	
c) Floor sitting	:	
d) Table and stool	:	
e) Individual tumbler/cup and plate :	:	
f) Plate and cup racks	:	
g) Hand washing facilities	:	
h) Cleanliness	:	
i) Accomodation	:	
Do they have a fixed menu ?	:	Yes
Who has worked out the menu sheet ?	:	Warden and matron
How many times is meat served ? (per week, and kg purchased at a time)	:	Once a week
Do they distribute milk ?	:	No
Also, how often ?	Quantity	No
Other supplementary foods	:	No
Average expense on food per child per month	:	-

Is the store room rat proof ? : No

Is it clean and well arranged ? : Yes

Drinking water facilities :
 1. Safe supply provided : Well
 2. Source : Tanks
 3. Storage :
 Are the children supplied with

Uniforms, sanitary towels, underwear and bathing towels ? : Yes

If so, how many per year ? : Once a year

When supplied last ? : ?

Do they have individual sleeping mats, blankets ? : No

XII. EDUCATION AND RESULTS

Which school/schools do the inmates attend : Mission school, middle, High & Primary school

The strength of the school : 200

Education results of the school in last three years in % : 89%

What is the state average % ? : **R**

What is the distance between the home and the school ? : In the same compound

How many fosterchildren are studying in
 1. Elementary school : 9
 2. Higher Ele. school : 11
 3. High School : 44
 4. Junior College : 16

Educational results of the fosterchildren in % :
 How many passed/detained ? : 13 failed

How much does the home pay as school fees ? : Rs.8/- to Rs.14/- per month per child according to different classes.

Who pays the school fees ? :
 Are the inmates supplied with books and note books ? : Yes

Do the children who are weak in studies receive any extra tuition? If so how many? : Yes

In what subjects ?	:	English, Mathematics
Who gives the tuition ?	:	Teachers of the school
Is the tutor full time or part time ?	:	Part time
Payment for tuition, if any ?	:	Nil
Are study hours conducted and supervised ?	:	Yes

XIII. SPIRITUAL LIFE :

Religious activities of the home

1. Morning & Evening prayers
2. Sunday evening sing & song programmes.
- 3.
- 4.
- 5.

Is Evangelistic work done by the inmates ?

If so, where and how often do they go for Evangelistic work ?

Who guides them in this work ?

Who conducts the daily worship ?

Do they follow any syllabus ?

If not, how is the Bible portion selected ?

The No. of Bibles, New Testaments, Lyrics and Hymn books in the Hostel

Are they adequate for their use ?

XIV. RECREATIONAL ACTIVITIES :

Leadership training, if any (specify)

Sports materials of the home

For indoor games

For out-door games

No

—

—

—

—

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Does the home conduct sports meet (competition) for the inmates ?

No

How often ?

-

Any inter-Home sports competition ?

-

How often ?

-

How many times per year are children taken on picnics or excursions ?

-

Name of the places they have visited recently and the dates of visits

One picnic & one excursion as organized

Musical Instruments of the Home

Patna in Oct. 9182

Who teaches them to play the musical instruments ?

Picnic - Sannatoh & Dasan fall Dholak

Are children trained to enact dramas ?

Yes

Social

Yes (in the Home)

Religious

Yes

Does the home conduct cultural evenings to give opportunity to display the talents of the children :

Yes

Are the children encouraged to participate in debates, quizzes, elocution and essay competition ?

No

1. in the Home

-

2. on inter-Home basis

-

Is there a library ?

-

If so, number of books

-

Are daily newspaper health and religious magazines ordered for the home ?

-

If so, what (names) ?

-

Do the children keep any hobbies ?

-

If so, what ?

-

-

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How is irrigation done ? :
 The major crops raised :
 Is there a well ? :
 If so, the depth and diametre :
 Is the well installed with a pumpset ? :
 Is there an over-head tank ? :
 Is there a kitchen garden ? :
 Is there a poultry/cattle farming ? :

XVI. FINANCIAL SUPPORT/ACCOUNTS/ADMINISTRATION

State all sources from which the Home receives financial aid and other aids ? :
 Amount per annum
 If received, since when ? :
 Does the Home charge any fees from the KNH supported children ? :
 Are the accounts kept up to date ? :
 If not, which ? :
 Do they have Bank Account ? :
 If so, where and No. ? :
 Who is operating the a/c ? :
 Who is maintaining the a/c ? :
 Does the Home receive the full KNH amount or a part of it ? :
 On what basis ? :
 Does the Diocese Church do any interim audit or supervision ? :

Yes/No
 If so, how much per Child & month ?

Yes
State Bank of India A/c No.0456.
Secretary & Manager
Manager
Full
Draft
No

If so, how often in a year ?

Does the Home maintain the following Records

ACCOUNTS

REGISTERS :

1. Admission Register
2. Attendance Register
3. Academic Progress Register
4. Postal Register for incoming and outgoing letters
5. Parcel Register
6. A diary of events
7. Inventory Register
8. Sick Register
9. A Visitors' Book
10. Minute Book
11. Hostel leaver's Register (for follow up work)
12. Fosterparents' address Book

Yes	1. Daily Call Book
Yes	2. Ledger
Yes	3. Voucher
Yes	4. Stock and issue Register
Yes	5. Admittance Register
Yes	6. Receipt book with copy duplicate
Yes	7. Special Gift Account Book as per the rules
Yes	8. Job Accountant Book as per the rules
Yes	9. Remittance Sheet if any
Yes	10. Voucher Statement of Accounts
No	11. Hostel Attendance Register
No	Does the Hostel have book money of its own ?

FILES :

1. Correspondence files
2. Individual files wherein the Identity Sheet, etc. to be kept
3. Cumulative Records for counselling and guidance
4. Circular letters
5. Extended Fostership
6. Building
7. Miscellaneous
8. File for Reports (Survey reports and Annual reports)

Yes

Yes

No

Yes

Yes

Yes

No

Yes

9. Medical Inspection Record

ACCOUNTS

1. Daily Cash Book	: Yes	REGISTERS : 1. Admissions Register
2. Ledger	: Yes	2. Attendance Register
3. Vouchers	: Yes	3. Admissions Register
4. Stock and Issue Register	: Yes	4. Period Register for Inward and Outward
5. Acquittance Register	: Yes	5. Period Register for Expenses
6. Receipt book with carbon duplicate	: Yes	6. Period Register
7. Special Gift Account Book as per the proforma suggested	: Yes	7. Period Register of Income
8. Joy Accountant Book as per the proforma	: Yes	8. Stock Register
9. Remittance Sheets file	: Yes	9. A/c Register Book
10. Audited Statement of Accounts	: Yes	10. Minutes Book
11. Staff Attendance Register	: No	11. Hostel Register (for following Hostel)

Does the Hostel give pocket money to the children ? : No

If so, how much ? : -

Has the Home a typewriter ? : No

Who does the administrative work ? : Manager with warden & Matron

What are the methods the Home as adopted to correct the children ? : Counselling & punishment

Is career guidance given ? : No

If so, by whom ? : -

Does the Home avail the services of a Vocational Guidance Officer ? : No

Is there a career corner in Home ? : No.

Does the Home arrange for a parents' day ? : No
 Does the Home arrange for an old residents' day ? : No
 Do the hostel authorities conduct any follow-up study with regard to the out-going children ? : No
 If so, how ? : -

XVII. SUGGESTIONS AND RECOMMENDATIONS :

I was accompanied by the ~~Pramukh~~ Adhyaksh, Dr. Bage to this hostel. But due to his busy schedule he just spent few hours and left the place.

The trained Warden Miss Sobha Tete has been back to the hostel from January 1983. She has tried to regularly ^{use} the maintenance of registers and files and implemented few suggestions put forth in the last report. The hostel has got two matron who are just new. They need to be properly guided in taking care of the children and administration of day to day activities.

The old hostel has been over crowded as a result there is lack of space for the children to keep their belongings. The hostel strength of the ~~hostel~~ should not exceed the capacity. I would like to emphasize that the child care workers must be careful in meeting the individual needs of the children. It was quite discouraging to notice that many girls have failed in their last final examination. The Warden must maintain the academic progress register and accordingly guide the children to concentrate on the subjects ^{in which} they are weak. Proper supervision of studies and extra tuition should be systematically done. It is an added advantage for the hostel to have the voluntary services of the school teachers who reside ⁱⁿ the hostel (new block).

It was good to see that many girls of the hostel have availed the extended fostership help and most of them have settled in their life after the completion of the course. Proper vocational guidance and orientation should be provided ^{to} the students while they choose their optional subjects.

The unused hall attached to the hostel should be repaired and be

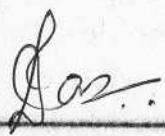
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converted to a dinning-cum-study room. This will eventually solve the problem of over congestion.

The hostel staff (particularly child care workers) should meet everyday for a time of worship and sharing wherein they can express their individual difficulties and also reflect their involvement in the ministry. This will provide an opportunity to share each ones achievements and failures. Such practice will ultimately result in open communication and be a good model for the children as to how they too can have congenial relationship among themselves.

The previous survey report may be referred again to follow other suggestions not yet implemented.

I thank the Manager, Warden & other staff for their co-operation.



JEESUR CHARAN DAS
HOME OFFICER
CNI-CCC

cc: Dr. M. Bage
K.N.H Duisburg
file: 1824/S.F.
H.O./4



THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE (CNI-CCC)

A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA
AFFILIATED WITH KINDERNOTHILFE e.V., DUISBURG, WEST GERMANY

Chairman, The Most Rev. R. S. Bhandare, Cathedral House, Nagpur-440001 Phone : 33189

Treasurer, Mr. Amal K. De, 16 Pandit Pant Marg, New Delhi-110001, Phone : Off. : 386513, Res. 663386

Secretary & Director, Mr. S. Michael Rubdy, B.A., L.L.B., B.Com, 15, Rajniwas Marg, Delhi-110054, Phone: 234951

Representative: Kindernothilfe e.V. Mr. Bhaskar A. Bhasme, B.A., L.L.B., S.T.C., 26, Lavelle Road, Bangalore - 560001

Grams : FOSTERCARE

Central Office
15, Rajniwas Marg,
Delhi-110054

Dr. N. Kerketta
Manager
Gossner College Hostel
G.E.L. Church Compound
AT & P.O. SUNDERGARH
Orissa - 770002

Date: 5.2.82
TRK/sa

Dear Dr. Kerketta,

A copy of the Survey Report of your home prepared by Mr. J.C. Das is herewith sent for your attention and necessary action.

We are sorry to learn that your Warden has left the job, and we hope that you are making persistent efforts to find a suitable young dedicated man to take up this post.

Concerning the other suggestions made in the report please implement them without fail.

With all good wishes,

Yours Sincerely

Elmues

For S. Michael Rubdy
Director

cc: Dr. M. Bage
Duisburg

File: 1831/S.F.

H/0-4

**CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE
DELHI**

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home	:	Goswami Boys Hostel, Sundergarh
Home No. 1831	:	Date of visit 13.1.1982.
I. LOCATION		
Location of the Boarding Home		
Village	:	Town
Taluk	:	Sundergarh
District	:	Sundergarh
State	:	Orissa
Population of the town/village	:	20,000
Major occupation of the people	:	Farming & Office employees.
General facilities of the locality	:	
No. of Schools	:	4, High school
Colleges	:	2, 1 Govt. College, 1 Women colleg.
Training Centres	:	2 Training C.I. training, One training college.
Churches	:	2
Hospitals	:	1
Any other institutions	:	-
Percentage of literacy in the town/village	:	30%
II. THE PARISH AND THE CHURCH		
Christian population in the town/village	:	about 1600
No. of Christian families	:	200
Christian Denominations	:	Baptist, Jacobite, Marthomite, R.C., GELC.
Institutions under the Christian Churches	:	1 School, 1 hostel (GELC) 1 Girls hostel (R.C.)

III. MANAGEMENT OF THE BOARDING HOME

Is there a Management Committee ?	:	Yes
The names of the members	:	
1	:	Dr. Samuel Jojo, chairman
2	:	Rev. Biraj Ekha
3	:	Mr. E. Barlay (Secretary)
4	:	Mr. D. Barlay (non Christian Community representative)
5	:	Mr. S. J. Topno
6	:	Mr. H. Tete
7	:	Mr. R. Soreng
8	:	Mr. E. Bakhla (church secretary)
9.	:	Dr. N. Kerketta (Manager)
	:	4 to 5 times.
When did it meet last ?	:	7.1.8 2
Who sanctions the budget of the Home ?	:	Committee

IV. THE CHILDREN

When was the home started ?	:	1946
How is admission made ?	:	Manager
Total strength of the Home	:	
No. of children supported by K.N.H	:	26 + 1
How many are getting extended fosterership ?	:	One
Since when is K.N.H supporting this home ?	:	1976 April
No. of children supported by other organizations : C.C.F.	:	
C.I.	:	
World Vision	:	
others	:	
No. of orphans	:	1
No. of semi-orphans	:	3
No. of economically backward/ big sized families	:	Rest all.
How many are paying boarders ?	:	7
If paying, the boarding fees per month	:	Rs.70/- p.m.

V. ATTENDANCE

Number and names of fosterchildren who were absent :

Names of the Member

S. No.	Reg. No.	Name	Reasons
1.	1831/15	Nityanand - 9th	Absent from 2nd January 1982 particular reason is not known.
2.			
3.	/19	Isahak - 10th	Has gone home from 13/1/82 as one of relations is very sick.
4.			
5.	/37	Christ Paul - 6th	Suffering from T.B. for last one month.
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Number of fosterchildren who left the home during the year

S. No.	Reg. No.	Names	when child left	the Reason for leaving	whether LF & TYL sent or not	The Date in which LF and TYL's sent
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

VI. STAFF

Name of the Superintendent :

Manager : Dr. N. Kerketta (Likely to change on after one month)

Whether honorary or paid ? If paid, how much ? : **Rs.150/- per month.**

Name of the warden : **Recently resigned.**

age : **.....**

salary per month : **.....**

qualification : **.....**

Whether the warden is a full time warden/part time warden ? : **.....**

Since when is he/she working as a warden ? : **.....**

Whether the warden has attended the warden's Training Course conducted by CNI-CCC ? : **.....**

Name of the sub-warden/matron if any : **Mr. S. Sereng**

Other Child Care workers : **.....**

Name	Designation	age	qualification	salary	appointed since	Part time or full time
1. Mr. R. Sereng	Sub Warden	57	Metric	Rs.145/-	1976	Part time
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Ratio of Child Care works to Children : **.....**

Other personnel : **.....**

Name	Designation	salary per month	appointed since
1. John Bai	Cook	Rs.135/- (out of which Rs.60/- paid for feeding)	1.7.1977
2.			
3.			
4.			

VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built ? : **1946**

Who is the owner of the building ? : **G.E.L.C.**

The nature of the Hostel building : **.....**

Wall : **Brick**

Roof : **Corrugated cement sheet**

Floor : **Cement**

Is the Home electrified ? : **Yes**

When was the last white wash done ? : **1981 November**

Total No. of rooms :

1. Dormitory	:	1	Size: Big one about 20' x 45'
2. Dining	:	1	
3. Kitchen	:	1	
4. Store	:	1	for provisions. Another not yet ready (for fire wood etc.)
5. Prayer room	:	Nil	
6. Sick room	:	Nil	
7. Office	:	One	
8. Library	:	Nil	
9. Play room	:	Nil	
10. Other rooms if any	:	One small room attached with the office.	

Furniture

1. Chairs	:	3	
2. Tables	:	1	big 3'.5" x 2.5" x 2'.6", one small for the hæstel
3. Desks	:	24	
4. Cots	:	48	
5. Almirahs	:	Big 1 (5' x 3' x 16 $\frac{1}{2}$) small 2 (4' x 3" 4' x 1' .3"	
6. Wooden BB with stand	:	1	each

Are there adequate lockers in the dormitory ? : **Yes**

VIII. SURROUNDINGS :

Is there a compound wall/fence ?	:	Yes
Garden/Vegetable/Flower gardens	:	Yes small one
Play ground	:	No Size :
Pits, ditches, manure heaps	:	Mp
Rank vegetation, bushes etc.	:	No
Stagnant pools	:	No
Soil pollution	:	No
Mosquito/fly breeding places	:	No

IX. SANITARY FACILITIES

Type of latrine	flush out	Nos. 6
Type of bath rooms		Nos. 4 cubicals
No. of students per latrine		5
No. of students per bath room		-
Are they adequate/inadequate ?		No
Do they have adequate urinals ?		No
Do they have night urinals ?		No
Have latrines and bath rooms running water ?		No
Are drainage facilities good ?		No
Is maintenance adequate ?		Not satisfactory
Cleanliness		

X. HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up ?	:	Yes
If so, who examines ?	:	Mr. H. Kerketta
Frequency	:	Twice a year
When it was last done ?	:	9.7.81- 20.12.81
Does the home maintain	:	
1. Health/Medical Attendance Record	:	Yes)
2. Weight and height record	:	Yes)
Any follow up ?	:	Yes
Warden/Doctor consultation	:	Yes
Warden/Parent consultation	:	Yes
Is there a local hospital ?	:	Yes
Is it run by the Government, Church or private ?	:	Govt.
Do they have a sick room ?	:	No
If so	:	
1. No. of rooms	:	
2. No. of beds	:	

3. Separate mats :
 4. Separate plates and tumblers :
 5. Kitchen for special diet :
 6. Separate bath room :
 7. Separate latrine :
 8. Locked medicine cupboard :
 9. Separate sheets and pillows :
 10. Blankets :
 11. Sick children's clothes :
 12. Person in charge :

Is there a first aid box kept with medicines ? :

Yes

Any immunization given during the year ? :

**Presentive medicine are given
(Homeopathic)**

If so, when :

- a) Vaccination
- b) A.T.S.
- c) Polio Vaccine
- d) T.A.B.
- e) B.C.G.

Cleanliness

- a) Daily washing of dining room
- b) Daily washing of kitchen
- c) Daily washing of bath room
and latrines
- d) Daily cleaning of the surroundings
of hostel

: Yes

No (not possible as the floor/of mud

Do the children participate in cleaning ? :

Yes

Clothes washing facilities :

Yes

No

a. Dhoby. If so how often ?	:	No
b. Washing of clothes by children. How often ?	:	Whenever needed
c. Drying facilities	:	Open air (on wires)
d. Iron Box	:	One
e. Supply of soap per child; bathing/washing	:	Sometimes whenever needed by the children.
Does the Hostel provide any Health Education ?	:	Yes
If yes, Subjects	:	First aid, general hygiene etc.
Frequency of classes	:	Once a week.

XI FOOD AND CLOTHING.

Kitchen : a) Cleanliness	:	O.K.
b) Type of stove	:	Mud
c) Type of fuel	:	wood
d) Lighting bulb wattage	:	60 wts.
e) Cleanliness of cook	:	Satisfactory
f) Participation by children	:	When the cook is ill
Are the kitchen facilities adequate ?	:	Not adequate.
Dining Room: a) Separate place	:	Yes (but very congested and it was earlier used as kitchen)
b) Screened	:	
c) Floor sitting	:	
d) Table & stool	:	Yes 6tables & 12 benches
e) Individual tumbler/cup and plate	:	Yes
f) Plate and cup racks	:	Yes
g) Hand washing facilities	:	
h) Cleanliness	:	
i) Accommodation	:	
Do they have a fixed menu ?	:	Yes
Who has worked out the menu sheet ?	:	Manager
How many times is meat served ? (per week, and kg purchased at a time)	:	Once egg is served.
Do they distribute milk ?	:	No
If so, how often ?	Quantity	-
Other supplementary foods	:	Sometimes fruits is given in a week
Average expense on food per child per month.	:	-

Is the store room rat proof ?	No
Is it clean and well arranged ?	Yes
Drinking water facilities	
1. Safe supply provided	No
2. Source	Municipal (but the supply is not then regularly)
3. Storage	Cement tanks (hardly water is stored due to scarcity)
Are the children supplied with	Yes
Uniforms, sanitary towels, underwear and bathing towels ?	
If so, how many per year ?	Twice a year
When, supplied last ?	December 1981
Do they have individual sleeping mats	
blankets ?	Not all

XII EDUCATION AND RESULTS

Which school/schools do the inmates attend

B.S.H. School, Town High School, Dingri, Vardi, Rangndipa High School, Matt 600, 200, 150, 100 respectively M.E.S. 150

The strength of the school

?

Education results of the school in last three years in %

?

What is the state average % ?

?

What is the distance between the home and the school ?

Average 2 Kms.

How many fosterchildren are studying in

?

1. Elementary school
2. Higher Ele. School
3. High School
4. Junior College

?

Educational results of the fosterchildren in %

?

How many passed/detained ?

?

5 failed 21 passed

How much does the home pay as school fees ?

?

Average Rs.3/- all different classes

Who pays the school fees ?

?

-children pay

Are the inmates supplied with books and note books ?

?

No

Do the children who are weak in studies

?

receive any extra tuition? If so how many ?

?

Warden himself was teaching but now after his resignation some other person has to be contacted.

In what subjects ? :
Who gives the tuition ? :
Is the tutor full time or part time ? :
Payment for tuition, if any ? :
Are study hours conducted and :
: and ?

Yes

XIII SPIRITUAL LIFE :

Religious activities of the home

1. Morning Evening prayer
2. Sing song on saturdays
3. Sunday school
4. Sunday church service
- 5.

Is Evangelistic work done by the inmates?

If so, where and how often do they go for Evangelistic work?

- Who guides them in this work?

Who conducts the daily worship?

Do they follow any syllabus?

If not, how is the Bible portion selected?

The No. of Bibles, New Testaments, Lyrics and Hymn books in the Hostel

Are they adequate for their use?

XIV RECREATIONAL ACTIVITIES :

Leadership training, if any (specify)

Sports materials of the home

For indoor games

For out-door games

130

- brettis setomni erit ab auctoritate loodus erit
- loodus erit to dignitas erit

All have (26)

Year

Group work for various responsibilities

Quizes, chess, charom board, Iodo

Hockey, football, volleyball and other games received from Foster parents as gift.

Does the home conduct sports meet (competition) for the inmates ?	: No
How often ?	: -
Any inter-Home sports competition ?	: Sometimes in a year with other teams
How often ?	: Once a year picnic is arranged.
How many times per year are children taken on picnics or excursions ?	: Once a year picnic is arranged.
Name of the places they have visited recently and the dates of visits	: Saplibahal & Suplia
Musical Instruments of the Home	: Dholak, Harmonium, Jhumba, Khassjui, cimbles, brass flute, gini (small cymbles)
Who teaches them to play the musical instruments ?	: -
Are children trained to enact dramas ?	: Yes
Social	: Yes
Religious	: Yes
Does the home conduct cultural evenings to give opportunity to display the talents of the children	: Yes
Are the children encouraged to participate in debates, quizzes, elocution and essay competition?	: Not yet
1. in the Home	: -
2. on inter-Home basis	: -
Is there a library ?	: Yes
If so, number of books	: 148 English Other language
Are daily news paper health and religious magazines ordered for the home ?	: Yes
If so, what (names) ?	: Samaj(1) Gharbandu, Masihi Awaj, Wisdom Agamanbarta.
Do the children keep any hobbies ?	: Yes
If so, what ?	: Stamp collection, letter writing, painting etc.

XV CULTIVATION

Are lands available for cultivation ?	: No
Are the lands attached to the Boarding Home ?	: -
If so, how many acres	: -
Dry land	: -
Wet land	: -

How is irrigation done ? : **Yes**

The major crops raised : **Yes**

Is there a well ? : **Yes**

If so, the depth and diametre : **100 ft. & 12 inches**

Is the well installed with a pumpset ? : **Yes**

Is there an over-head tank ? : **Yes**

Is there a kitchen garden ? : **Yes**

Is there a poultry/ cattle farming ? : **Yes**

XVI FINANCIAL SUPPORT/ACCOUNTS/ADMINISTRATION

State all sources from which the Home receives financial aid and other aids ? : **CASA/CCF/CI/World Vision/W.C./Government/Church/Others **Nil****

Amount per annum : **Rs. 10,000/-**

If received, since when ? : **1982**

Does the Home charge any fees from the K.N.H supported children ? : **Yes/No**

If so, how much per Child & month ? : **Rs 5/- p.m.**

Are the accounts kept up to date ? : **Yes**

If not, which ? : **None**

Do they have Bank Account ? : **Yes**

If so, where and No. ? : **V.B.I Savings account A/c. No. 1103
S&B.I. Current Account
Dr. N.Kerketta & Mr. S.Munden
Manager**

Who is operating the a/c ? : **None**

Who is maintaining the a/c ? : **None**

Does the Home receive the full K.N.H amount or a part of it ? : **Full**

On what basis ? : **Cheque**

Does the Diocese Church do any interim audit or supervision ? : **No**

If so, how often in a year ? : - 8. Medical Inspection Record

Does the Home maintain the following Records : - 9. Accounts

REGISTERS :

1. Admission Register	: Yes	5. Register
2. Attendance Register	: Yes	6. Vouchers
3. Academic Progress Register	: Yes	7. Stock and Issue Register
4. Postal Register for incoming and outgoing letters	: Yes (both)	8. Admittance Register
5. Parcel Register	: Yes	9. Receipts Book with cash book
6. A diary of events	: Yes	10. General Diary Account Book as per the bills and expenditure
7. Inventory Register	: Yes	11. Staff Attendance Register
8. Sick Register	: Yes	12. Staff Attendance Register
9. A Visitors' Book	: Yes	13. Receipts Book as per the bills and expenditure
10. Minute Book	: Yes	14. Admitting Statement of Accounts
11. Hostel leaver's Register (for follow up work)	: Yes	15. Staff Attendance Register
12. Fosterparents' address Book	: Yes	16. Does the Hostel give books money to the students

FILES :

1. Correspondence files	: Yes	17. Does the Home's library have
2. Individual files wherein the Identity Sheet, etc. to be kept	: Yes	18. Who does the Home's library have
3. Cumulative Records for counselling and guidance	: No	19. Does the Home's library have
4. Circular letters	: Yes	20. Circulars
5. Extended Fostership	: Yes	21. Does the Home's library have
6. Building	: Yes	22. Does the Home's library have
7. Miscellaneous	: Yes	23. Guidance Officer
8. File for Reports (Survey reports and Annual reports)	: Yes	24. Does the Home's library have

9. Medical Inspection Record

: Yes

ACCOUNTS :

1. Daily Cash Book : Yes

2. Ledger : Yes

3. Vouchers : Yes

4. Stock and Issue Register : Yes

5. Acquittance Register : Yes

6. Receipt book with carbon duplicate : Yes

7. Special Gift Account Book as per the proforma suggested : Yes

8. Joy Accountant Book as per the proforma : Yes

9. Remittance Sheets file : Yes

10. Audited Statement of Accounts : Yes

11. Staff Attendance Register : -

Does the Hostel give pocket money to the children ? : **No only when in extreme need**If so, how much ? : **- In 81-2 children Rs.5.00 each**Has the Home a typewriter ? : **No**Who does the administrative work ? : **Manager**What are the methods the Home has adopted to correct the children ? : **persuasion and admonition**Is career guidance given ? : **No**If so, by whom ? : **-**Does the Home avail the services of a Vocational Guidance Officer ? : **No**Is there a career corner in Home ? : **-**

Does the Home arrange for a parents' day ? : Yes (arranged in June 1981)

Does the Home arrange for an old residents' day ? : No

Do the hostel authorities conduct any follow-up study with regard to the out-going children ? : No

If so, how ? : -

XVII SUGGESTIONS AND RECOMMENDATIONS :

It is really exciting to see that although the manager of the home is very old, he is quite energetic and maintains all the records and files upto date. But the most difficult problem with Dr. Kerketta is his deficiency in ^{hearing} capacity. Therefore, it takes a lot of time to communicate anything to him. Just before few days of my visit the warden of this hostel resigned as he got a central Government job in A.G.K. Office. It was unfortunate. He was very much liked by the children. Now the Manager and the assistant manager is very old and are not fit to work among the young children. Age gap hinders the children to share many of their problems and joys too.

While going round the hostel dormitory etc. I was happy to see the clean, well arranged dormitories. Some children are good painters, and some do handicrafts which they display near their study tables. The hostel lacks good dining hall. The previous kitchen is used for dining so we can easily imagine the condition. Water supply ^{scarcity} is a acute problem in the hostel. The children go to a pond to take bath and for toilet purpose.

In view of the above condition of the hostel I suggest the following points for the improvement of the hostel.

1. The home authorities must look for a young graduate to be the warden of the hostel I learnt that the local management committee are going to appoint a new Manager. It is no use having a old person in the capacity of Assistant Warden.
2. Children's study hours must be properly supervised and if need be extra tuition must be given.
3. Time to time the home authorities must organise cultural programmes, Sing song programmes, quizzes, debates and essay competition to keep

the children busy in some creative and interesting activities. This will surely be profitable in broadening their thinking and knowledge.

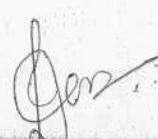
4. Books and note Khatas should be provided to the children.
5. Leadership qualities of the children must be developed through keeping them engaged in various group activities. Each group should be changed in rotating fashion providing each child to share various responsibilities and be leader.
6. The home badly needs a well, dining and kitchen room. The CNI-CCC may consider this as an urgent necessity. The plans and estimated for the Warden's quarter-cum guest room must be altered as advised. As soon as it is ready the same should be sent to our office for proper scrutiny and consideration.

This report may be placed in the Management Committee for consideration to implement the suggestion herewith made.

To thank the manager and others for their co-operation and kind hospitality.

cc: KNH.Duisburg
Dr. M.Bage

File: S/F 1831
Home Officer/4


JEESUR CHARAN DAS
HOME OFFICER

KSS- 56 B



THE CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE (CNI-CCC)

A BODY UNDER THE SYNOD OF THE CHURCH OF NORTH INDIA
AFFILIATED WITH KINDERNOTHILFE e.V., DUISBURG, WEST GERMANY

Chairman, The Most Rev. R. S. Bhandare, Cathedral House, Nagpur-440001 Phone : 33189

Treasurer, Mr. Amal K. De, 16 Pandit Pant Marg, New Delhi-110001, Phone : Off.: 386513, Res. 663386

Secretary & Director, Mr. S. Michael Rubdy, B.A., L.L.B., B.Com, 15, Rajniwas Marg, Delhi-110054, Phone: 234951

Representative: Kindernothilfe e.V. Mr. Bhaskar A. Bhasme, B.A., L.L.B., S.T.C., 26, Lavelle Road, Bangalore - 560001

Grams : FOSTERCARE

24/1/82
Rev. Dr. M. Bage
Pramukh Adhyaksh
G.E.L. Church
RANCHI - 834001.

✓
Central Office
15, Rajniwas Marg,
Delhi-110054

Date 20th Jan. 1982.

TRK/na

Dear Dr. Bage,

I am glad that you have visited this Home along with Mr. J.C.Das. We CNI-CCC and KNH have ^{been} thinking for last one year whether or not we should support this Home in view of the fact that Home has not been performing well and could not be managed by a full time Warden. Now I see in the report of the Home Officer that a young man has been appointed Warden which is an encouraging news but on the other hand I notice that the standard of child care remains the same.

If you feel that change of managership would bring some improvement, Please do so. From the report I understand that the Warden would require some freedom to discharge his responsibilities independently. You could perhaps ask him to visit the Home at Khuntitoli to have some idea about his job. Mr. Dung Dung the Trained Warden of Khuntitoli should be able to help him in this regard. If he turns out to be a promising candidate I shall gladly consider him for the training at Bangalore.

However I would like to see considerable improvement with in the next few months. The Home Officer will come again in March/April I am sending a copy of the Survey Report.

With kind regards,

Yours sincerely

S. Michael Rubdy
S. Michael Rubdy
Director.

CC:KNH-Duisburg

1826/SF

HOME OFFICER - 4.

CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE

DELHI

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home	:	ELDNESS SCHOOL FOR BOYS & GIRLS
Home No.	:	1826 Date of visit 18.12.1981.

I. LOCATION

Location of the Boarding Home

Village	:	TAKARAMA
Taluk	:	LASIA
District	:	RANCHI
State	:	JHARKHAND
Population of the town/village	:	5000
Major occupation of the people	:	Agriculture
General facilities of the locality	:	None
No. of Schools	:	1 School. 2 Upper-Primary school
Colleges	:	Nil
Training Centres	:	Nil
Churches	:	G.E.L.C.
Hospitals	:	Mission Dispensary, Vikas Myairty.
Any other institutions	:	Nil
Percentage of literacy in the town/village	:	25 %

II. THE PARISH AND THE CHURCH

Christian population in the town/village	:	10000
No. of Christian families	:	1000
Christian Denominations	:	Lutheran
Institutions under the Christian Churches	:	High school -1, Dispensary -1, Hostel - 1 Boys & Girls.

III. MANAGEMENT OF THE BOARDING HOME

Is there a Management Committee ?	:	YES
The names of the members	:	
1	Rev. J. Bage (Chairman)	
2	Sr. P.S. Borya (Head master)	
3	Sri. E. Bage (Manager)	
4	Sr. U. Matki	
5	Sri. S. Dang	
6	Sr. Walter Bage (Warden)	
7	Mr. I.S. Topno (Matron)	
8		

IV. THE CHILDREN

When was the home started ?	:	1910	LOCATION
How is admission made ?	:	Committee	
Total strength of the Home	:	36	
No. of children supported by K.N.H	:	24 + 8	
How many are getting extended fosterership ?	:	8	
Since when is K.N.H supporting this home ?	:	1973	
No. of children supported by other organizations : C.C.F.	:	/	CHURCHES
C.I.	:	/	CHURCHES
World Vision	:	/	CHURCHES
others	:	/	CHURCHES
No. of orphans	:	1	THE PARISH AND THE CHURCH
No. of semi-orphans	:	1	CHURCHES
No. of economically backward/ big sized families	:	Rest all.	NO. OF CHURCHES
How many are paying boarders ?	:	4 + 10 girls also taking food from the same hostel.	NO. OF CHURCHES
If paying, the boarding fees per month	:	Rs. 65/- 15/- Rice 21/2 - Dal Rs. 20. P.M.	NO. OF CHURCHES

V. ATTENDANCE

Number and names of fosterchildren who were absent :

S. No.	Reg. No.	Name	Reasons
1.	(1826/56)		absent
2.			absent
3.			absent
4.			absent
5.			absent
6.			absent
7.			absent
8.			absent
9.			absent
10.			absent
11.			absent
12.			absent

Number of fosterchildren who left the home during the year

S. No.	Reg. No.	Names	when child left	the Reason for leaving	whether LF & TYL sent or not	The Date in which LF and TYL's sent
1.	1826/56	Mangal	12.12.81	11th Failed and did not want to continue studies.		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

VI. STAFF

Name of the Superintendent :

Mr. E.Bage.

Manager :

Whether honorary or paid? If paid, how much?

HONROARY

Name of the warden

MR. WALTER BAGE

Reason

age

30 Years.

salary per month

Rs. 250/-

qualification

B.T.H. (B.A. Appeared)

Whether the warden is a full time warden/part time warden?

Full time

Since when is he/she working as a warden?

1st Sept . 1981.

Whether the warden has attended the warden's Training Course conducted by CNI-CCC?

No.

Name of the sub-warden/matron if any

Mrs. I.S. Topno

Other Child Care workers

:

Name	Designation	age	qualification	salary	appointed since	Part time or full time
------	-------------	-----	---------------	--------	-----------------	------------------------

1. Mrs. I.S.Topno 63 Matric Rs.120/- Full time.

2.

3.

4.

5.

6.

7.

8.

Ratio of Child Care works to Children

Other personnel :

Name	Designation	salary per month	appointed since
------	-------------	------------------	-----------------

1. Mrs. Maghalisoy Cook Rs.21/- + Food

2. Mrs. Bharosi Tiku Cook Rs.15/- Food

3.

4.

VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built?

1910

Who is the owner of the building?

G.E.L.C.

The nature of the Hostel building

Muddy

Wall

Tiles

Roof

Cement

Floor

No.

Is the Home electrified?

When was the last white wash done ? : IX. SANITARY FACILITIES

Total No. of rooms : 5

1. Dormitory	: 4	Size :	Try to find out
2. Dining	: 1		No. of beds to be found
3. Kitchen	: 1		No. of utensils to be found
4. Store	: 1		No. of shelves for pupu's
5. Prayer room	: 1		Are there separate windows ?
6. Sick room	: No		Do they have separate windows ?
7. Office	: With the wardens home.		Do they have separate windows ?
8. Library	: No		Are there separate windows ?
9. Play room	: No.		Are there separate windows ?
10. Other rooms if any	: Wardens House.		Are there separate windows ?

Furniture

1. Chairs	: 4	X. HEALTH AND MEDICAL CARE
2. Tables	: 2	Do they have separate windows ?
3. Desks	: 10 + 10	Are there separate windows ?
4. Cots	: NIL	Are there separate windows ?
5. Almirahs	: 2	Are there separate windows ?

Are there adequate lockers in the dormitory ? : No lockers.

VIII. SURROUNDINGS :

Is there a compound wall/fence ?	: No	5. Wall/fence and triple locking
Garden/Vegetable/Flower gardens	: Yes	Are there any walls or fences ?
Play ground	: no	6. Medical Doctor's consultation
Pits, ditches, manure heaps	: Yes (some are near by.)	Medical Doctor's consultation
Rank vegetation, bushes etc.	: No	7. Is there a local hospital ?
Stagnant pools	: "	8. Is there any Government Hospital or Nursing home ?
Soil pollution	: "	9. No. of beds
Mosquito/fly breeding places	: No.	10. No. of patients

IX. SANITARY FACILITIES

Type of latrine : 3 Nos.
 Type of bath rooms : 11 Nos.
 No. of students per latrine : 1
 No. of students per bath room : 1
 Are they adequate/inadequate ? : 1
 Do they have adequate urinals ? : 1
 Do they have night urinals ? : No
 Have latrines and bath rooms running water ? : No.
 Are drainage facilities good ? : No.
 Is maintenance adequate ? : No.
 Cleanliness :

X. HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up ? : YES

If so, who examines ? : Dr. E.Tigga

Frequency :

When it was last done ? : 29.3.80

Does the home maintain

1. Health/Medical Attendance Record : YES

2. Weight and height record : YES

Any follow up ? : Not properly made.

Warden/Doctor consultation :

Warden/Parent consultation :

Is there a local hospital ? : Yes - Dispensary

Is it run by the Government, Church or private ? : Church

Do they have a sick room ? : No.

If so

1. No. of rooms :

2. No. of beds :

3. Separate mats : /

4. Separate plates and tumblers : /

5. Kitchen for special diet : /

6. Separate bath room : /

7. Separate latrine : /

8. Locked medicine cupboard : /

9. Separate sheets and pillows : /

10. Blankets : /

11. Sick children's clothes : /

12. Person in charge : /

Is there a first aid box kept with medicines ? : No.

Any immunization given during the year ? : No.

If so, when

- a) Vaccination : /
- b) A.T.S. : /
- c) Polio Vaccine : /
- d) T.A.B. : /
- e) B.C.G. : /

Cleanliness : /

- a) Daily washing of dining room : Not possible.
- b) Daily washing of kitchen : /
- c) Daily washing of bath room and latrines : Yes.
- d) Daily cleaning of the surroundings of hostel : O.K.

Do the children participate in cleaning ? : YES.

Clothes washing facilities : /

a. Dobby. If so how often ?	:	No.	3. Separate room
b. Washing of clothes by children. How often ?	:	When ever needed.	4. Separate place may not be required
c. Drying facilities	:	Open air	5. Kitchen for special diet
d. Iron Box	:	2	6. Separate bath room
e. Supply of soap per child; bathing/washing	:		7. Separate latrine
Does the Hostel provide any Health Education ?	:	No.	8. Packaged medicine composition
If yes, Subjects	:		9. Separate classes and billets
Frequency of classes	:		10. Bacteriologist

XI FOOD AND CLOTHING.

Kitchen : a) Cleanliness	:	O.K.	15. Person in charge
b) Type of stove	:	Muddy	16. There is a fire box kept with minimum fuel
c) Type of fuel	:	Firewood	17. Use of wood
d) Lighting bulb wattage	:	No light	18. Vaccination
e) Cleanliness of cook	:	O.K.	19. A.T.B
f) Participation by children	:	No	20. A.T.B (b)
Are the kitchen facilities adequate ?	:	No.	21. Police Service
Dining Room: a) Separate place	:	Yes	22. A.T.B
b) Screened	:	No	23. B.C.G
c) Floor sitting	:	No.	24. Cleanliness
d) Table & stool	:	Yes	25. Daily washing to kitchen
e) Individual tumbler/cup and plate	:	Yes	26. Daily washing to plates
f) Plate and cup racks	:	No	27. Daily washing to cups
g) Hand washing facilities	:	--	28. Hand wash
h) Cleanliness	:	O.K.	29. Daily cleaning to children
i) Accommodation	:	Not enough	30. Do the children participate in outdoor activities
Do they have a fixed menu ?	:	No.	31. Choice of meals
Who has worked out the menu sheet ?	:		
How many times is meat served ? (per week, and kg purchased at a time)	:	4 Kg. Beef (Rs. 4/- each)	
Do they distribute milk ?	:	No	
If so, how often ?	Quantity	No	
Other supplementary foods	:	No.	
Average expense on food per child per month.	:	--	

Is the store room rat proof ? : No.

Is it clean and well arranged ? : Yes

Drinking water facilities :
 1. Safe supply provided :
 2. Source : Well
 3. Storage : Earthen vessel

Are the children supplied with uniforms, sanitary towels, underwear and bathing towels ? : Yes only once a year.

If so, how many per year ?

When, supplied last ? : 1981, 29.6.1981.

Do they have individual sleeping mats blankets ? : Yes.

XII EDUCATION AND RESULTS

Which school/schools do the inmates attend

EDINNESS HIGH SCHOOL

The strength of the school

400

Education results of the school in last three years in %

50 %

What is the state average % ?

What is the distance between the home and the school ?

Very near.

How many forterchildren are studying in

1. Elementary school
2. Higher Ele. School
3. High School
4. Junior College

Educational results of the fosterchildren in %

3 failed.

How many passed/detained ?

How much does the home pay as school fees ?

yearly charges Rs. 36/- P.Year.

Who pays the school fees ?

Home

Are the inmates supplied with books and note books ?

- ? (check up and write).

Do the children who are weak in studies

receive any extra tuition? If so how many ?

YES.

In what subjects ?	:	HINDI SCIENCE.
Who gives the tuition ?	:	MRS. I. S. TOPNO
Is the tutor full time or part time ?	:	PART TIME
Payment for tuition, if any ?	:	Rs. 40/-
Are study hours conducted and supervised ?	:	Yes.

XIII SPIRITUAL LIFE :

Religious activities of the home

1. MORNING AND EVENING PRAYERS.
- 2.
- 3.
- 4.
- 5.

Is Evangelistic work done by the inmates ?

:

NO.

XII EDUCATION AND RESULTS

If so, where and how often do they go for Evangelistic work ?

:

Worship services are held in the church.

Who guides them in this work ?

:

NO.

Training is done by the pastor.

Who conducts the daily worship ?

:

PASTOR CONDUCT.

Do they follow any syllabus ?

:

NO

Worship services are held in the church.

If not, how is the Bible portion selected ?

NOT KNOWN.

The No. of Bibles, New Testaments, Lyrics and Hymn books in the Hostel

:

NO

Worship services are held in the church.

Are they adequate for their use ?

:

NO

Worship services are held in the church.

XIV RECREATIONAL ACTIVITIES :

Leadership training, if any (specify)

:

NO

Worship services are held in the church.

Sports materials of the home

For indoor games

CARRAM BOARD, CARDS

For out-door games

Does the home conduct sports meet (competition) for the inmates ? : NO

How often ? : /

Any inter-Home sports competition ? : /

How often ? : /

How many times per year are children taken on picnics or excursions ? : NOT EVEN ONCE IN A YEAR.

Name of the places they have visited recently and the dates of visits : /

Musical Instruments of the Home : BONZO

Who teaches them to play the musical instruments ? : NO ONE

Are children trained to enact dramas ? : NO

Social : /

Religious : /

Does the home conduct cultural evenings to give opportunity to display the talents of the children : NO.

Are the children encouraged to participate in debates, quizzes, elocution and essay competition? : NO.

1. in the Home : /

2. on inter-Home basis : /

Is there a library ? : /

If so, number of books : English Other language

Are daily news paper health and religious magazines ordered for the home ? : YES

If so, what (names) ? : ARYAVART, NANDAN, HINDUSTAN

Do the children keep any hobbies ? : Not explored.

If so, what ? : /

XV CULTIVATION

Are lands available for cultivation ? : No.

Are the lands attached to the Boarding Home ? : /

If so, how many acres : /

Dry land : /

Wet land : /

How is irrigation done ? : (our Hognon) town ends through out with good
 The major crops raised : / water and good soil
 Is there a well ? : / water well
 If so, the depth and diametre : / water well
 Is the well installed with a pumpset ? : / water well
 Is there an over-head tank ? : / water tank
 Is there a kitchen garden ? : / kitchen garden
 Is there a poultry/ cattle farming ? : / poultry and cattle

XVI FINANCIAL SUPPORT/ACCOUNTS/ADMINISTRATION

State all sources from which the Home ? : CASA/CCF/CI/World Vision/W.C./
 receives financial aid and other aids ? : Government/Church/Others
 : NIL

Amount per annum :
 If received, since when ? : 12.12.81

Does the Home charge any fees from the KNH : Yes/No
 supported children ? : If so, how much per Child & month ? Rs. 5/-

Are the accounts kept up to date ? :
 If not, which ? :
 Do they have Bank Account ? : YES

If so, where and No. ? : THE GUMLA SIMDEGA CENTRAL CO-OPERATIVE
 BANK LTD.

Who is operating the a/c ? : MANAGER & HEADMASTER.

Who is maintaining the a/c ? : MANAGER & HEADMASTER

Does the Home receive the full KNH : FULL

amount or a part of it ? :
 On what basis ? : DRAFT

Does the Diocese Church do any interim audit or : NO.

supervision ?

e. Medical Inspection Record

If so, how often in a year ? : --

Does the Home maintain the following Records : --

ACCOUNTS

REGISTERS :

1. Admission Register
2. Attendance Register
3. Academic Progress Register
4. Postal Register for incoming and outgoing letters
5. Parcel Register
6. A diary of events
7. Inventory Register
8. Sick Register
9. A Visitors' Book
10. Minute Book
11. Hostel leaver's Register (for follow up work)
12. Fosterparents' address Book

: YES
: YES
: NO
: YES
: NO
: NO.
: YES
: YES
: YES
: YES
: NO
: NO.

f. Daily Cash Book
g. Register
h. Account
i. Stock and Issue Register
j. Admittance Register
k. Receipt book with coupon stubs
l. Special Gift Account Book as per the
brought in address
m. Log Book
n. Log Account Book as per the
brought in address
o. Remittance Sheet
p. Hostel Statement to Account
q. Hostel Address Book
r. Staff Address Book
s. Does the Hostel give pocket money to the children
t. How much

FILES :

1. Correspondence files
2. Individual files wherein the Identity Sheet, etc. to be kept
3. Cumulative Records for counselling and guidance
4. Circular letters
5. Extended Fostership
6. Building
7. Miscellaneous
8. File for Reports (Survey reports and Annual reports)

: YES
: NO
: NO.
: YES.
: --
: --
: YES
: YES.

u. Has the Home a library
v. Who keeps the documents
w. What are the documents kept
x. Correct the address
y. Is correct the address
z. If so, by whom
aa. Does the Home have services of a Accountant
bb. Guidance Officer
cc. Is there a census counter in Home

9. Medical Inspection Record

: --

ACCOUNTS :

1. Daily Cash Book : Yes

2. Ledger : Yes

3. Vouchers : YES

4. Stock and Issue Register : YES

5. Acquittance Register : YES

6. Receipt book with carbon duplicate : YES

7. Special Gift Account Book as per the proforma suggested : NO

8. Joy Accountant Book as per the proforma : NO

9. Remittance Sheets file : YES

10. Audited Statement of Accounts : YES

11. Staff Attendance Register : NO

Does the Hostel give pocket money to the children ? : WHENEVER NEEDED

If so, how much ? : Rs. 3/- to Rs.4/-

Has the Home a typewriter ? : No

Who does the administrative work ? : MANAGER

What are the methods the Home has adopted to correct the children ? :

Is career guidance given ? : No.

If so, by whom ? :

Does the Home avail the services of a Vocational Guidance Officer ? : No.

Is there a career corner in Home ? : No.

Does the Home arrange for a parents' day ? : Yes 26.11.91
 Does the Home arrange for an old residents' day ? : No
 Do the hostel authorities conduct any follow-up study with regard to the out-going children ? : No.
 If so, how ? :

XVII SUGGESTIONS AND RECOMMENDATIONS :

After a long timing journey with much struggle on the way we reached Takarama. I was, Ofcourse, accompanied by Dr.Bage and Mr. & Mrs. Shortstate of East Germany.

As per the previous report this hostel was given some time to show improvement in regard to the child care and general administration. Hence I would like to put my observations and suggestion stepwise as follows :

Administration:

Mr.E.Bage is now the Manager of the hostel. He looks after the administration. Mrs. I.S.Topno is the matron. Although some improvements are marked, the children are very much scared of Mr. E.Bage and they dared not open their mouth in his presence. Mr. E.Bage also expresed that since he happens to be the most strict teacher in the school, children behave with him in such manner. Therefore, he too does not want to continue as the manager.

I learnt that children were asked to pay more fees as per the hostel. ~~XXX~~ With the impression given to the children that the fostership grant has reduced. Some of the children have already paid and some have not. Children were not provided with good food and last year only one pair of dress was issued. Children were asked to bring rice and Dal etc. from home for one or two months.

CHILD CARE:

Since the children are so afraid of the manager they are not very open to express their problems to Mr. Walter Bage, the newly appointed Warden. In such case they live in a restrictive atmosphere. This was very much prominent.

ACCOUNTS:

I found the accounts are maintained upto date. The Manager said that he has lots of difficulties to run the hotel financially but did not specify the exact ~~reasons~~ reasons. One of the possible reasons is that some girls are staying in the other adjacent hostel who are fed from the hostel with a payment of less than Rs.40/- in average. Although the girls hotel has been closed only one girl is on our role.

EDUCATION:

The result of the school indicated the low standard of its teaching. As per the student the teachers do not attend the class regularly and just for the sake of examination they teach few classes.

BUILDING:

The hostel is quite good although children sleep on the floor, the accomodation is quite enough.

GENERAL FACILITIES:

Takarama is in a very remote place and is having very little facilities. Due to the distance from the main road the cost of ^{provisions} and other articles are quite high. It has got only one school and no other training institute.

In the light of the above considerations I would suggest that the existing hostel children may be shifted to some other nearby place where there is KNH help and this hostel may be converted to a non-formal vocational training centre for the children who cannot avail seats in formal technical institutes. Since in this hostel there is enough land of the church and facilities are there for having farm and poultry etc..... Of course, it is left to the hostel authority to decide upon their suggestion. The council may finally consider whether or not to run this hostel in the background of the present and past status.

I thank Mr. Bage for his co-operation during my stay.

On ^{10/11/1961} *[Signature]*

JEE SUR CHARAN DAS
f w (HOME OFFICER)

CC: KNH- DUISBURG
DR. M. BAGE
FILE; SF/1826
HOME OFFICER NO. 4.