

**GOSSNER EVANGELICAL – LUTHERAN CHURCH
IN CHOTANAGPUR AND ASSAM**

GELC ARCHIVE

Signature: **GELC-A _ 001 _ 0177**

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).

Kassco

1981 - 83

FOLDER - FILE

Thick Quality

File No.

Name AM BIKAPUR + Govindpur, +
Sundergarh + Ranchi

Subject

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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 25.9.81

I. LOCATION	:	
Location of the Boarding Home	:	
Village (TOWN)	:	AMBIKAPUR
Taluk	:	AMBIKAPUR
District	:	SURGUJA
State	:	M.P.
Population of the town/village	:	36,000
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, Menonite
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, 300 R.C., 7 to 10 Menonites
Christian Denominations	:	R.C. Lutheran, Menonite.
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~~ YES.

The names of the members

1 REV. D.D. Toppo (chairman)
2 REV. O. TOPPO (SECRETARY)
3 REV. S. BARKA (BOYS WARDEN)
4 MR. B. TOPPO (GIRLS WARDEN)
5 MR. S. KHOKHA (MEMBER)
6 MR. BISHRAM LAHRA MEMBER.
7 MR. LUTHER KHEKETTA.

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.
Committee.

How is admission made ?

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.

C.I.

World Vision

others

NIL

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	Kumari Anar Shiola Mka	Failed B.A.Sc. 1981 spread supplement-ary
2.			
3.	1821/89	Usha Kisan Mka	B.Sc failed (1st. Yr) in 1980 May. Transfer to Ranchi Bahseda Girls college hostel due to disciplinary measures.
4.			
5.	1821/65	Ial Karen Tirkey	9th Failed and transfer to Sitapur as he got admission there in 1981, August.
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	Hiremani Mka	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. Toppe.

Whether honorary or paid? If paid, how much?

Honorary

Name of the warden

Rev. S. Barla

age

32 Years.

salary per month

Rs. 383/- from church, Rs. 35/- from KNH.

qualification

B.A.B.Th.

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

Full time from July 1981.

Since when is he/she working as a warden?

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 Rs. 130/- p.m.	1978	" "
3.					
4.					

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.C.

The nature of the Hostel building

Wall

Girls
Boys

Bricks and Plastered
Bricks and ~~xxx~~ cemented plasters
Local tiles, cemented pacca.

Roof

Floor

cemented
YES.

Is the Home electrified?

When was the last white wash done ? :

Total No. of rooms :

- | | | |
|------------------------|---|---|
| 1. Dormitory | : | Size : 5 girls (rooms 12'x12') 1-room
7'x15' and boys of 6 room
(8'x8') |
| 2. Dining | : | NO |
| 3. Kitchen | : | YES |
| 4. Store | : | 2 store room for both the hostel. |
| 5. Prayer room | : | YES, boys and girls (in the verandah) |
| 6. Sick room | : | NO |
| 7. Office | : | NO. (along with the Manager's house) |
| 8. Library | : | No. |
| 9. Play room | : | No. |
| 10. Other rooms if any | : | Warden quarter, Manager quarter. |

Furniture

- | | | |
|---------------------------------------|---|------------------|
| 1. Chairs | : | 2 Boys + 1 Girls |
| 2. Tables | : | 2 " + 1 " |
| 3. Desks Shelfs | : | 2 " + 6 " |
| 4. Cots | : | NO. 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 hostel)

Garden/Vegetable/Flower gardens :

YES

Play ground

No

Size : (a small courtyard)

Pits, ditches, manure heaps :

No.

Rank vegetation, bushes etc. :

"

Stagnant pools :

NO

Soil pollution :

"

Mosquito/fly breeding places :

NO.

IX. SANITARY FACILITIES

Type of latrine	X Flush out	Nos.	2 + 2 (boys and girls respectively)
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?	:		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 ?

Any immunization given during the year ?

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

Do the children participate in cleaning ?

Clothes washing facilities

One first aid box for boys and girls

Yes. in August, 1981.

NO

YES

YES

YES.

- a. Dhoby. If so how often ?
 b. Washing of clothes by children. How often ?
 c. Drying facilities
 d. Iron Box
 e. Supply of soap per child; bathing/washing

Does the Hostel provide any Health Education ?

If yes, Subjects

Frequency of classes

XI FOOD AND CLOTHING.

Kitchen : a) Cleanliness

b) Type of stove

c) Type of fuel

d) Lighting bulb wattage

e) Cleanliness of cook

f) Participation by children

Are the kitchen facilities adequate ?

Dining Room: a) Separate place

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 ?

Who has worked out the menu sheet ?

How many times is meat served ? (per week,
and kg purchased at a time)

Do they distribute milk ?

If so, how often ? Quantity

Other supplementary foods

Average expense on food per child per month.

YES

YES , Twice a week

YES (2)

NO

NO

NO

YES

Muddy

Firewood

100 Watts

Satisfactory

Yes (occasionally)

It needs repairing.

No. (in the veranda)

YES

NO

YES

NO

-

-

-

YES

Warden and Manager.

Twice a month

Occasionally.

Rs.50/-

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
school, 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 fosterchildren are studying in

1. Elementary school

2. Higher Ele. School

3. High School

4. Junior College

Class 6th to 8th = 11

25

15

Educational results of the fosterchildren
in %

How many passed/detained?

6 failed 32 that passed.

How much does the home pay as school fees?

It raises from class to class.

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 ?

Who gives the tuition ?

Is the tutor full time or part time ?

Payment for tuition, if any ?

Are study hours conducted and supervised ?

: Which ever necessary

: Mr. Dhanson Alexander

: Part time.

: Rs. 130/- per month

: 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 ?

: NO.

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 ?

: Warden or the elder Children

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.

Sports materials of the home

For indoor games

: Caromboard (4) Chess (1) Loo-do

For out-door games

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

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 in a year (both boys and girls hostel)

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

Sansu Bridge, 55 k.m. Nov. 1960

Musical Instruments of the Home

Boys & Girls - Dholak, Kartal Manjeera, Bango.

Who teaches them to play the musical instruments ?

One child is sent to the musical institute.

Are children trained to enact dramas ?

Social

No.

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) ?

Deashbandhu, Nabhharat, Hindustan, Saptahic Patrice.

Do the children keep any hobbies ?

---YES

If so, what ?

singing, picture collection, sewing, 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 ? :
 The major crops raised :
 Is there a well ? :
 If so, the depth and diameter :
 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 ? :

CASA/CCF/CI/World Vision/W.C./
 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 ?

If not, which ?

YES

Do they have Bank Account ?

YES

State Bank of India 1-64.

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 ? :

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
YES : YES
YES : NO
YES : NO
YES : YES
YES : NO
NO : NO
YES : NO
YES : YES
YES : NO
NO : NO
NO : NO

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
YES : YES
YES : YES
YES : NO
YES : NO
YES : NO
YES : NO
YES : NO

Common file for all Extended ones.

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 :

NO.

8. Joy Accountant Book as per the proforma :

YES with ledger.

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.

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

Counselling and sometimes punishment

Is career guidance given ? :

YES

If so, by whom ? :

Warden and Manager

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 ? :
 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 warm orcan 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 latrin as the n 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 fostership 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 e 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 up-to-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 e It was quite interesting to see the varieties of hobbies the children have. I would, therefore, sugg-est that in each dormitory pinboards 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 ~~1978~~ 1979) to appoint a full time lady warden for girls. Young girls needs proper guidance and constant watch otherwise they may go astray.

The strenght 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 diserving children ~~x~~ 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 KNH-NON KNH 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 accomodation 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.


JESUR CHARAN DAS
(HOME OFFICER)

CC:KNH-DUISBURG
Rev. N.Ekka.
Rev.M.Töke.
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

19/3/82

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

Central Office
15, Rajniwas Marg,
Delhi-110054

gub 3/82
19/3/82

Date **16.3.82**
JCD/sa

Dear Rev. Toppo,

Here I am forwarding the Survey Report of your Home made by Mr. Jeesur 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 ^{on} 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
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

No. of Schools : **4 High School, 7 Middle, 14 primary.**

Colleges : **2**

Training Centres : **I.T.I. Nursing Training, Basic training**

Churches : **R.C. Lutheran, Menonite,**

Hospitals : **One Govt. & 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, 300 R.C. 7 to 10 menonite**

Christian Denominations : **R.C. Lutheran, Menonite,**

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. Topno (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

How often does the committee
meet per year ? :**Thrice a year**

When did it meet last ? :

13.2.1982Who sanctions the budget of the
Home ? :**Managing Committee**

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. = 48How 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 GirlsNo. of economically backward/
big sized families :**Rest all**

How many are paying boarders ? :

20 Girls, 10 BoysIf 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.			
2.			
3.			
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.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

VI. STAFF

Name of the Superintendent :

Mr. O. Toppo

Manager :

Whether honorary or paid? If paid, how much?

Honorary

Name of the warden

: **Honorary Rev. S.Barla**

age

: **33 Years**

salary per month

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

qualification

: **B.A. B.Th.**

Whether the warden is a full time warden/
~~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.**

Wall

: **Boys - Bricks and cemented plastered.**

Roof

: **Local tiles, cemented pacca.
Cemented**

Floor

: **Yes**

Is the Home electrified?

:

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

Total No. of rooms :

1. Dormitory : Size: 5 girls (room 12'x12') 1 room
 2. Dining : one (under construction) and Boys ^{7'x151} = 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 Shelves : 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 : No
 Mosquito/fly breeding places :

IX. SANITARY FACILITIES

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 (manageable)**

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 ? : **Yes**

Is it run by the Government, Church or private ? : **Govt. & R.C. 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 ? :

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**

b. Washing of clothes by children. How often ? : **Yes whenever needed**

c. Drying facilities : **Open air**

d. Iron Box : **Yes (2)**

e. Supply of soap per child; bathing/washing : **No**

Does the Hostel provide any Health Education ? : **No**

If yes, Subjects : **/**

Frequency of classes : **/**

XI FOOD AND CLOTHING.

Kitchen : a) Cleanliness : **Satisfactory**

b) Type of stove : **Mud**

c) Type of fuel : **Wood**

d) Lighting bulb wattage : **100 Wts.**

e) Cleanliness of cook : **Satisfactory**

f) Participation by children : **Yes (sometimes)**

Are the kitchen facilities adequate ? : **No**

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 & Manager**

How many times is meat served ? (per week, and kg purchased at a time) : **Twice a week, 10 kg. evening time**

Do they distribute milk ? : **No**

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 : **Well**
3. Storage : **Cement tanks**

Are the children supplied with :

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

If so, how many per year? : **Twice a year**

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**

The strength of the school : **Municipal sch-ool, H.L.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 1½ M.m. diameter.**

How many fosterchildren are studying in :

1. Elementary school :
2. Higher Ele. School : **Class 6 to 8 = 11**
3. High School : **25**
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)**

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

Yes

2. on inter-Home basis

Yes

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
Sabseidary-pat

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 ?
 The major crops raised
 Is there a well ?
 If so, the depth and diameter
 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 ? : - Nil
 Does the Home charge any fees from the KNH : Yes/No
 supported children ? : 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
 If so, where and No. ? : S.B.I., Ambikapur-P/B No. 2472
 Who is operating the a/c ? : Manager & Warden A/c No. L.64
 Who is maintaining the a/c ? : Manager
 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 ?

If so, how often in a year ?

Does the Home maintain the following Records :

REGISTERS :

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

FILES :

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

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 dailly. I am glad that the long pending money of the building grant has been sent back to the ^{to the} of the kitchen cum dining, bath room and latrin must be completed soon. The actual required amount will be provided with by the CNI-CCC 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 as on this would foster their co-operation.

P.E.O.

CNI-CCC Office work
Theincomplete

affairs

I thank Rev. Toppo for being with me in Sitapur.

JEESUR CHARAN DAS

HOME OFFICER

cc: K.N.H.Duisburg

Rev. M.Bage

File: 1821/S.F.

H.O./4



155-56B

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

Central Office

15, Rajniwas Marg,
Delhi-110054

Date 19th Jan. 1982

TRK/na

22/1/82

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

Dear Rev. Soy,

I am forwarding a copy of the Survey Report prepared by
Mr. Jeetur 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
KNH-Duisburg
File; SF/1824
HOME OFFICER - 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 **17.12.81**

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 : **Privati 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 buy 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

7 High school)

8 Miss S. Topno (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 KNH

: 92 (84+8)

How many are getting extended fosterership ?

: 8

Since when is KNH 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.			
2.			
3.			
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.						
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?

: Honorarian Allowance Rs.50/-p.m.

Name of the warden

Miss Sova 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.

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

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

4. 1979 Aug. - Full time

5.

6.

7.

8.

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
2. Mrs. Kripa H. - cook -		Rs.45/- + food	1979
3. Mrs. Soshanti Horo - cook -		Rs.30/- + food	1979
4. Paulaus Barla - Night Guard		Rs.90/-	"
Jaimasih Topno - "		Rs.60/-	"
Elies Horo -		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

Mud

Bricks

Roof

Tiles

Asbestos sheets

Floor

Mud

Cement

Is the Home electrified?

When was the last white wash done ?

: **March 1979**

Total No. of rooms

- | | | |
|------------------------|---|--|
| 1. Dormitory | : | Size: 2 dormitories in Big unit & one in the small unit |
| 2. Dining | : | One hall will be comoted |
| 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 banches 5 shelves |
| 4. Cots | : | 4 |
| 5. Almirahs | : | Nil |

Are there adequate lockers in the domitory ? : **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 poifution | : | |
| Mosquito/fly breeding places | : | |

IX. SANITARY FACILITIES

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

X HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up?	:	Yes
If so, who examines?	:	Dr. Diganbor Sahu, Dr. Bimal Barla
Frequency	:	Once a year
When it was last done?	:	12.12.81
Does the home maintain	:	
1. Health/Medical Attendance Record	:	Yes
2. Weight and height record	:	No
Any follow up?	:	-
Warden/Doctor consultation	:	Yes
Warden/Parent consultation	:	-
Is there a local hospital?	:	Private clinic
Is it run by the Government, Church or private?	:	Private
Do they have a sick room?	:	Yes
If so	:	
1. No. of rooms	:	One
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 (inmatron'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 : **Not regularly**
- d) Daily cleaning of the surroundings of hostel : **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) Cleanlines	:	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 ?	:	No
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

:

Tanks

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 schools**

The strength of the school

:

200

Education results of the school in last three
years in %

:

80%

What is the state average % ?

:

?

What is the distance between the home and
the school ?

:

In the same compound

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 ?

:

13 failed

How much does the home pay as school fees ?

:

Yes

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 ?

:

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**

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

: **-**

Who guides them in this work ?

: **-**

Who conducts the daily worship ?

: **Leaders of the students**

Do they follow any syllabus ?

: **Church derolimal guide**

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**

Sports materials of the home

For indoor games

: **Carron board**

For out-door games

: **shipping rope, rolley 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. Netrabaty Picnic to Ranchi on Barter Mondy

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

:

Musical Instruments of the Home

: Dholak

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 (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 seperate)

If so, number of books

: English Other language ~~150~~ 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, neating & 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 ?

The major crops raised

Is there a well ?

If so, the depth and diameter

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 ?

CASA/CCF/CI/World Vision/W.C./
Government/Church/Others

Nothing

Yes/No

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

No

15.12.81 cash book but ledger is not maintained

Yes

**Saving Bank, State Bank of India
Khuti - A/c - 0436
Secretary & Manager**

Manager

Full

Draft

By

If so, how often in a year ? :

Does the Home maintain the following Records :

REGISTERS :

- | | | |
|--|---|------------|
| 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 :

- | | | |
|---|---|------------|
| 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 :

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 ?	:	No
Who does the administrative work ?	:	Manager with warden & matron
What are the methods the Home has 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 : **-**

On my trip to Govindpur & Talama I was ^{accompanied} ~~accomplished~~ by Dr. Bage, the ~~Prasanna~~ Adhyaksh of G.E.L.C. & Mr. & Mrs. Shortstate the President of Gossner Churches in East Germany. On my arrival the children received us 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 cultural program-me. I was encouraged to witness the various latests that they possess.

The present Manager Rev. J.S.Soy is quite new and so could not ^{explain} ~~emphasis~~ certain things about the hostel to me. Now one of the lady warden ^{is} ~~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 ~~intrested~~ ^{interested} with various responsibilities and which should change in ^{rotation} ~~relation~~ after 2 months time. I found some girls form smaller cliques and do not mix with others. This must be ~~discouragingly~~ 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 vacation 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} comfortable. 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 floor and specially in winter it is quite difficult to manage without these.

Latrines 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.

cc: Dr. M. Bage
KNH Duisburg

File: S/P : 1824
H/O : 4

Dr. Bage
for
JESUR CHARAN DAS
HOME OFFICER



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

Central Office
15, Rajniwas Marg,
Delhi-110054

Date 3rd June 1983
JCD/sa

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 conveyed 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 :
Population of the town/village : **6,000**
Major occupation of the people : **Farming**
General facilities of the locality :
No. of Schools : **2 high school, 2 m-middle, 3 primary**
Colleges : **Nil**
Training Centres : **Bible training centre run by Lutheran**
Churches : **G.E.L.C. (One) R.C. (one) Hostel**
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 s 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 :

S. No.	Reg. No.	Name	Reasons
1.			
2.			
3.			
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.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
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 Horens - cook	-	Rs.50/- + food	1983
2. Kuari Topno - cook	-	Rs.40/- + food	1983
3. Paulous Barla - night gard	-	Rs.90 p.m.	1979
4. Eliar Hero - Gardner	-	Rs.70/- p.m. + food	1979

VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built? : **1881**

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

The nature of the Hostel building : **Old hostel** **New hostel**

Wall : **Mud** **Bridges**

Roof : **Tiles** **Asbestos**

Floor : **Mud** **Cement**

Floor : **No** **No**

Is the Home electrified? :

When was the last white wash done ?

Total No. of rooms

1. Dormitory	:	Size :	4 + 8
2. Dining	:		6 + 8
3. Kitchen	:		16
4. Store	:		15
5. Prayer room	:		Adequate
6. Sick room	:		No
7. Office	:		No
8. Library	:		No
9. Play room	:		Not adequate
10. Other rooms if any	:		O.K.

Satisfactory

Furniture

1. Chairs	:	
2. Tables	:	Yes
3. Desks	:	Dr. Digambar Sahu or Bimal Barla
4. Cots	:	Once a year
5. Almirahs	:	

Are there adequate lockers in the dormitory ?

12.12.81 (last year the check up was not done due to the absence of Doctor)

VIII. SURROUNDINGS :

Is there a compound wall/fence ?

No

Garden/Vegetable/Flower gardens

-

Play ground

Whenever needed

Pits, ditches, manure heaps

-

Rank vegetation, bushes etc.

Private clinic

Stagnant pools

Private

Soil pollution

:

Mosquito/fly breeding places

:

One

2

1. Dormitory
2. Kitchen
3. Store
4. Prayer room
5. Sick room
6. Verandah
7. Men's room
8. Play room
9. Each unit has a room in each unit

4+6 can ones

3.
5. desks, 5 benches, 5 shelves
4.
Nil

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

Is there a first aid box kept with medicines ? : **Yes (in the office)**

Any immunization given during the year ? : **No**

If so, when : **No**

a) Vaccination

b) A.T.S.

c) Polio Vaccine

d) T.A.B.

e) B.C.G.

Cleanliness

a) Daily washing of dining room : **Yes**

b) Daily washing of kitchen : **Yes**

c) Daily washing of bath room and latrines : **Yes**

d) Daily cleaning of the surroundings of hostel : **Yes**

Do the children participate in cleaning ? : **Yes**

Clothes washing facilities : **Near the well**

- a. Drying facilities : **Yes**
- b. Washing of clothes by children : **Yes**
- c. Drying facilities : **Yes**
- d. Iron Box : **Yes**
- e. Supply of soap per child; bathing : **Yes**
- Does the Hostel provide a : **Yes**
- It yes, Subjects : **Yes**
- Frequency of classes : **Yes**
- XI. FOOD AND CLOTHING
- Kitchen : a) Cleanliness : **Yes**
- b) Type of stove : **Yes**
- c) Type of fuel : **Yes**
- d) Lighting bulb wattage : **Yes**
- e) Cleanliness of cook : **Yes**
- f) Participation by children : **Yes**
- Are the kitchen facilities adequate ? : **Yes**
- Dining Room : a) Separate place : **Yes**
- b) Screened : **Yes**
- c) Floor sitting : **Yes**
- d) Table and stool : **Yes**
- e) Individual tumbler/cup and plate : **Yes**
- f) Plate and cup racks : **Yes**
- g) Hand washing facilities : **Yes**
- h) Cleanliness : **Yes**
- i) Accommodation : **Yes**
- Do they have a fixed menu ? : **Yes**
- Who has worked out the menu sheet ? : **Yes**
- How many times is meat served ? (per week) : **Yes**
- and kg purchased at a time) : **Yes**
- Do they distribute milk ? : **Yes**
- Quantity : **Yes**
- Other supplementary foods : **Yes**
- Average expense on food per child per month : **Yes**

- a. Dhoby. If so how often ? :
 b. Washing of clothes by children. How often? :
 c. Drying facilities :
 d. Iron Box :
 e. Supply of soap per child; bathing/washing :
 Does the Hostel provide any Health Education ? :
 If yes, Subjects :
 Frequency of classes :

No

Whenever needed

Open air

Yes 2

?

No

-

-

XI. FOOD AND CLOTHING

- Kitchen : a) Cleanliness :
 b) Type of stove :
 c) Type of fuel :
 d) Lighting bulb wattage :
 e) Cleanliness of cook :
 f) Participation by children :

O.K.

Muddy

Firewood

No electric light available in the village

O.K?

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

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 : 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 % ? :
 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
 Who pays the school fees ? : to different classes.
 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 ? : **Well**

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

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

-

Who guides them in this work ?

-

Who conducts the daily worship ?

Leaders of the students

Do they follow any syllabus ?

Church derolimal guide

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

Sports materials of the home

For indoor games

Carrom Board

For out-door games

Shipping rops, bolley 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 ?

-

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

One picnic & one excursion are 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 ?

-

Social

Yes

Religious

Yes

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 ?

-

If so, number of books

Yes (not separate)

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

English

Other language

Altogether
150)

If so, what (names) ?

No

Do the children keep any hobbies ?

-

If so, what ?

Yes

Sewing, stitching & 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 ?

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 ?

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 ?

Are the accounts kept up to date ?

Yes

If not, which ?

Yes

Do they have Bank Account ?

If so, where and No. ?

State Bank of India A/c No.0456.

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 ?

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 : Yes
 Yes : Yes
 Yes : No
 Yes : Yes
 Yes : Yes
 Yes : No
 Yes : Yes
 Yes : Yes
 Yes : Yes
 Yes : Yes
 No : No
 No : No

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
 Yes : Yes
 No : No
 Yes : Yes
 Yes : Yes
 Yes : Yes
 No : No
 Yes : Yes

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 : 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 ? : 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 emphasis 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 ~~orientative~~ ^{to} should be provided the students while they choose their optional subjects.

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

cont'd...16

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

The hostel staff (paticularly 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 appportunity 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 congerial relationship among themselves.

The previous survey report may be refared 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

For S.Michael Rubdy
Director

cc: Dr. M.Bage
Duisburg

File: 1831/S.F.

H/O-4

CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE DELHI

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home : **Gossner Boys Hostel, Sundergarh**

Home No. **1831** : Date of visit **13.1.1982.**

I. LOCATION

Location of the Boarding Home

~~Village~~ **Town** : **Sundergarh**

Taluk :

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.T. 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)**

How often does the committee meet per year ? : **4 to 5 times.**

When did it meet last ? : **7.1.82**

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 KNH : **26 + 1**

How many are getting extended fosterership ? : **One**

Since when is KNH 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 :

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. Soreng

Other Child Care workers

Name

Designation

age

qualification salary

appointed since

Part time or full time

1. **Mr. R. Soreng-Sub Warden - 57 - Matric - 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"x2'.5"x2'.6", one small for the hostel | |
| 3. Desks | : | 24 | |
| 4. Cots | : | 48 | |
| 5. Almirahs | : | Big 1(5'x3'x16½") small 2 (4'x3" 4'x1'.3" each | |
| 6. Wooden BB with stand | : | 1 | |

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 ? : **Dr. H. Karketta**

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 :

Along with hand made cummulative record

3. Separate mats : **Yes**
4. Separate plates and tumblers : **Presentive medicine are given (Homeopathic)**
5. Kitchen for special diet : **Yes**
6. Separate bath room : **Yes**
7. Separate latrine : **Yes**
8. Locked medicine cupboard : **Yes**
9. Separate sheets and pillows : **Yes**
10. Blankets : **Yes**
11. Sick children's clothes : **Yes**
12. Person in charge : **Yes**
- Is there a first aid box kept with medicines ? : **Yes**
- Any immunization given during the year ? : **Presentive medicine are given (Homeopathic)**
- If so, when : **Yes**
- a) Vaccination
- b) A.T.S.
- c) Polio Vaccine
- d) T.A.B.
- e) B.C.G.

Cleanliness

- a) Daily washing of dining room : **Yes**
- b) Daily washing of kitchen : **No (not possible as the floor/ of mud made**
- c) Daily washing of bath room and latrines : **Yes**
- d) Daily cleaning of the surroundings of hostel : **Yes**
- Do the children participate in cleaning ? : **No**
- Clothes washing facilities : **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 6 tables & 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?

Is it clean and well arranged?

Drinking water facilities

1. Safe supply provided

2. Source

3. Storage

Are the children supplied with

Uniforms, sanitary towels, underwear and
bathing towels?

If so, how many per year?

When, supplied last?

Do they have individual sleeping mats
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?

No

Yes

No

Municipal (but the supply is not then
regularly)
Cement tanks (hardly water is stored
due to scarcity)

Yes

Yes

Twice a year

December 1981

Not all

B.S.H. School, Town High School, Ding
ri, Vardi, Rangdipa High School, Matt
600, 200, 150, 100 respectively M.E.S.
150

?

?

Average 2 Kms.

One

5 failed 21 passed

Average Rs. 3/- all different classes
-children pay

No

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 supervised ?

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 ?

No

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

All have (26)

Are they adequate for their use ?

Yes

XIV RECREATIONAL ACTIVITIES :

Leadership training, if any (specify)

Group work for various responsibilities

Sports materials of the home

For indoor games

Quizes, chess, charom board, ludo

For out-door games

Hockey, football, volley ball 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**

How often ?

: **teams**

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,**

Who teaches them to play the musical instruments ?

: **cimbles, brass flute, gini (small cymbal)**

Are children trained to enact dramas ?

: **-**

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**

: **Stamp collection, letter writing, painting etc.**

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 ? :

The major crops raised :

Is there a well ? :

If so, the depth and diameter :

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 ? :

CASA/CCF/CI/World Vision/W.C./
Government/Church/Others **Nil**

Yes/~~No~~

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

Yes

Yes

V.B.I Savings account A/c. No. 1103
S.B.I. Current Account
Dr. N.Kerketta & Mr. S.Munden
Manager

Full

Cheque

No

If so, how often in a year ?

Does the Home maintain the following Records

REGISTERS :

- | | | |
|--|---|------------|
| 1. Admission Register | : | Yes |
| 2. Attendance Register | : | Yes |
| 3. Academic Progress Register | : | Yes |
| 4. Postal Register for incoming and outgoing letters | : | Yes (both) |
| 5. Parcel Register | : | Yes |
| 6. A diary of events | : | Yes |
| 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) | : | Yes |
| 12. Fosterparents' address Book | : | Yes |

FILES :

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

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

: 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.3.00 each

Has the Home a typewriter ?

: No

Who does the administrative work ?

: Manager

What are the methods the Home has adopted to

: persuasion and admonition

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 ?

: -

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} ~~having~~ 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} ~~security~~ 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 improvment 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.

I 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

1K55-56B



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

Central Office
15, Rajniwas Marg,
Delhi-110054

Date 20th Jan. 1982.

TRK/na

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

Dear Dr. Bage,

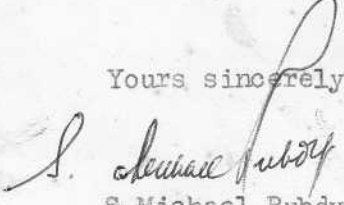
I am glad that you have visited this Home along with Mr. J.C.Das. We CNI-CCC and KNH have ^{been} thinking for last one year whether or not we should support this Home in view of the fact that Home has not been performing well and could not be managed by a full time Warden. Now I see in the report of 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 j-ob. 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
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	:	EIDNESS 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 :

Population of the town/village :

Major occupation of the people :

General facilities of the locality :

No. of Schools : 1 School. 2 Upper-Primary school
Colleges : Nil
Training Centres : Nil
Churches : G.E.L.C.
Hospitals : Mission Dispensary, B Vikas Myaiary.

Any other institutions : Nil

Percentage of literacy in the town/village : 25 %

II. THE PARISH AND THE CHURCH

Christian population in the town/village :

No. of Christian families :

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

How often does the committee meet per year ?

: 5. to 6 Times a year.

When did it meet last ?

: 26.11.81

Who sanctions the budget of the Home ?

: Committee

IV. THE CHILDREN

When was the home started ?

: 1910

How is admission made ?

: Committee

Total strength of the Home

: 36

No. of children supported by KNH

: 24 + 8

How many are getting extended fosterership ?

: 8

Since when is KNH supporting this home ?

: 1973

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

:

C.I.

:

World Vision

:

others

:

No. of orphans

: 1

No. of semi-orphans

: 1

No. of economically backward/ big sized families

: Rest all.

How many are paying boarders ?

: 4 + 10 girls also taking food from the same hostel.

If paying, the boarding fees per month

: Rs. 65/- 15/- Rice
21/2 - Dal
Rs. 20. P.M.

V. ATTENDANCE

Number and names of fosterchildren who were absent :

S. No.	Reg. No.	Name	Reasons
1.			
2.			
3.			
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.	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 :

Manager :

Mr. E. Bage.

Whether honorary or paid? If paid, how much?

HONORARY

Name of the warden

MR. WALTER BAGE

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

:

Wall

Muddy

Roof

Tiles

Floor

Cement No.

Is the Home electrified?

:

When was the last white wash done ? :

Total No. of rooms :

- | | | | |
|------------------------|---|------------------------|--------|
| 1. Dormitory | : | 4 | Size : |
| 2. Dining | : | 1 | |
| 3. Kitchen | : | 1 | |
| 4. Store | : | 1 | |
| 5. Prayer room | : | 1 | |
| 6. Sick room | : | No | |
| 7. Office | : | With the wardens home. | |
| 8. Library | : | No | |
| 9. Play room | : | No. | |
| 10. Other rooms if any | : | Wardens House. | |

Furniture

- | | | |
|-------------|---|---------|
| 1. Chairs | : | 4 |
| 2. Tables | : | 2 |
| 3. Desks | : | 10 + 10 |
| 4. Cots | : | NIL |
| 5. Almirahs | : | 2 |

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

VIII. SURROUNDINGS :

Is there a compound wall/fence ? : No

Garden/Vegetable/Flower gardens : Yes

Play ground : no Size :

Pits, ditches, manure heaps : Yes (some are near by.)

Rank vegetation, bushes etc. : No

Stagnant pools : "

Soil pollution : "

Mosquito/fly breeding places : No.

IX. SANITARY FACILITIES

Type of latrine : 3 Nos.

Type of bath rooms : 11 Nos.

No. of students per latrine :

No. of students per bath room :

Are they adequate/inadequate ? :

Do they have adequate urinals ? :

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 : 10 times a week

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 : Yes. (Not promptly attended)

Warden/Parent consultation : Yes

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	:	No.
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	:	No.
9. Separate sheets and pillows	:	No.
10. Blankets	:	No.
11. Sick children's clothes	:	No.
12. Person in charge	:	No.
Is there a first aid box kept with medicines ?	:	No.
Any immunization given during the year ?	:	No.
If so, when	:	
a) Vaccination	:	No.
b) A.T.S.	:	No.
c) Polio Vaccine	:	No.
d) T.A.B.	:	Yes.
e) B.C.G.	:	No.
Cleanliness	:	No.
a) Daily washing of dining room	:	Not possible.
b) Daily washing of kitchen	:	Yes.
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	:	No.

a. Dhoby. If so how often ?	:	No.
b. Washing of clothes by children. How often ?	:	When ever needed.
c. Drying facilities	:	Open air
d. Iron Box	:	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 light
e) Cleanliness of cook	:	O.K.
f) Participation by children	:	No
Are the kitchen facilities adequate ?	:	No.
Dining Room: a) Separate place	:	Yes
b) Screened	:	No
c) Floor sitting	:	No.
d) Table & stool	:	Yes
e) Individual tumbler/cup and plate	:	Yes
f) Plate and cup racks	:	No
g) Hand washing facilities	:	--
h) Cleanliness	:	O.K.
i) Accommodation	:	Not enough
Do they have a fixed menu ?	:	No.
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 ?	:	No
Quantity	:	No.
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 : Well

2. Source : Earthen vessel

3. Storage : Yes.

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 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? : 3 failed.

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.

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

Who guides them in this work ? : NO.

Who conducts the daily worship ? : PASTOR CONDUCT.

Do they follow any syllabus ? : NO

If not, how is the Bible portion selected ? : NOT KNOWN.

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

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 ? :
 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 Yes/No
 supported children ? : If so, how much per Child & month ? Rs. 5/-
 Are the accounts kept up to date ? : 12.12.81
 If not, which ? :
 Do they have Bank Account ? : YES
 If so, where and No. ? : THE GUMLA SIMDEGA CENTRAL CO-OPERATIVE
 Who is operating the a/c ? : BANK LTD.
 Who is maintaining the a/c ? : MANAGER & HEADMASTER.
 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 ? : NO.

If so, how often in a year ?

: --

Does the Home maintain the following Records

: --

REGISTERS :

- | | |
|--|-------|
| 1. Admission Register | : YES |
| 2. Attendance Register | : YES |
| 3. Academic Progress Register | : NO |
| 4. Postal Register for incoming and outgoing letters | : YES |
| 5. Parcel Register | : NO |
| 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 :

- | | |
|---|--------|
| 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 | : -- |
| 6. Building | : -- |
| 7. Miscellaneous | : YES |
| 8. File for Reports (Survey reports and Annual reports) | : YES. |

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 tiring 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 expressed 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. ~~THE~~ 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 hostel has been closed only one girl is on our role.

Cont'd-----2.

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 accommodation 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.

Dr. M. Bage

JS

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

JESUR CHARAN DAS
for (HOME OFFICER)