

GOSSNER EVANGELICAL – LUTHERAN CHURCH IN CHOTANAGPUR AND ASSAM

GELC ARCHIVE

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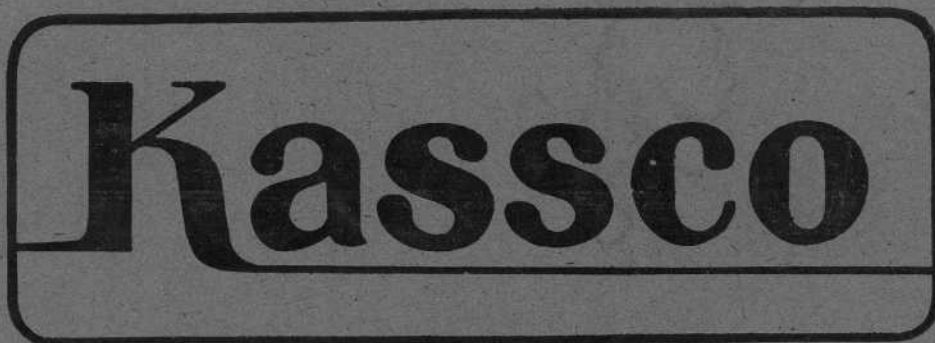
Volume:

Running from year: 1982

till year: 1983

Content:

- Directors Letter to the Manager Lutheran Girls Hostel, Khuntitoli – Simdega, 1983
- Survey of Boarding Homes / Hostel format.
- Survey Report Boys Hostel Khuntitoli, 1983/ Girls Hostel Khuntitoli - 1982



FOLDER - FILE

Thick Quality

1982-83

File No.

Name KHUTITOLI

Subject

Serial Nos. To

From (Month) To

Year 19

CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE DELHI

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home : **Girls Hostel, Khuntitoli**

Home No. ~~1834x~~ 1834 : Date of visit **13.11.1982**

I. LOCATION

Location of the Boarding Home :

Village : **Khuntitoli**

Taluk : **Khuntitoli**

District : **Ranchi**

State : **Bihar**

Population of the town/village : **3000**

Major occupation of the people : **Farming**

General facilities of the locality :

No. of Schools : **1 High school, 1-middle, 1 primary**

Colleges :

Training Centres :

Churches : **R.C.Lutheran**

Hospitals : **Dispensary**

Any other institutions : **Carpenter centre, (Non-formal Govt.)**

Percentage of literacy in the town/village : **3,035**

II. THE PARISH AND THE CHURCH

Christian population in the town/village :

No. of Christian families :

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

Institutions under the Christian Churches : **Lutheran - High school
Middle school
Dispensary
Agriculture training &
Development centre**

III. MANAGEMENT OF THE BOARDING HOME

Is there Management Committee ?

: Yes

The names of the members

1 Rev. M. Tete (Chairman)

2 Mr. A. Lakra (Secretary)

3 Mr. M. Lakra

4 Mr. A. Dung Dung

5 Sri L. Tete

6 Mrs. L. Tigu (school teacher)

7 Mrs. S. Kongari (Nurse)

8 Mrs. J. Lakra (teacher middle school)

How often does the committee meet per year ?

: Three times a year

When did it meet last ?

: 6.11.82

Who sanctions the budget of the Home ?

: 1948 Committee

IV. THE CHILDREN

When was the home started ?

: 1948

How is admission made ?

: Committee

Total strength of the Home

: 85

No. of children supported by KNH

: 72

How many are getting extended fostership ?

: 7

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

: 12

No. of economically backward/ big sized families

: Rest all

How many are paying boarders ?

: 13

If paying, the boarding fees per month

: Rs. 85/- per month

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 :

Mr. A. Lakra

Whether honorary or paid ? If paid, how much ? : **Honorary**

Name of the warden : **Mrs. M. Lakra**

age : **44**

salary per month : **250/-p.m.**

qualification :

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

Since when is he/she working as a warden ? : **1976**

Whether the warden has attended the warden's Training Course conducted by CNI-CCC ? : **No**

Name of the sub-warden/matron if any : **Miss. Gloria Tirkey (under training)**

Other Child Care workers :

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

1. **Miss Gloria Tirkey - Asst. Warden - 27 - B.A. appeared Feb. '81 under training**
Rs.150/-
- 2.
3. **Miss Jetral Ekka - Asst. Warden - 21 - Matric Teacher July '82 - full time**
training (not completed) - Rs.250/-p.m.
- 4.
- 5.
6. **Mrs. Shorit Minz - " " - 25 - B.Sc. B.Ed. full time**
(waiting for results) Rs.350/-p.m.
- 7.
- 8.

Ratio of Child Care workers to Children :

Other personnel :

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

1. **Mrs. Lawlen Lakra - cook - Rs.110/- p.m.**
2. **Mr. Dayal Surin - High watchman - Rs.75/- p.m.**
- 3.
- 4.

VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built ? : **1965**

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

The nature of the Hostel building :

Wall : **Bricks**

Roof : **A. Sheet & Cementy tiles**

Floor : **Cement**

Is the Home electrified ?

: **Yes**

When was the last white wash done ? : Nov. 1982

Total No. of rooms

- | | | |
|------------------------|---|-------------------------------------|
| 1. Dormitory | : | Size : 4 |
| 2. Dining | : | 1 |
| 3. Kitchen | : | 1 |
| 4. Store | : | 1 |
| 5. Prayer room | : | - |
| 6. Sick room | : | One |
| 7. Office | : | One in the Asst. Warden's |
| 8. Library | : | along with the Asst. Warden's house |
| 9. Play room | : | - |
| 10. Other rooms if any | : | - |

Furniture

- | | | |
|-------------|---|--------|
| 1. Chairs | : | 56 |
| 2. Tables | : | 8 + 15 |
| 3. Desks | : | 6 |
| 4. Cots | : | 1 |
| 5. Almirahs | : | 3 |

Are there adequate lockers in the dormitory ? :

VIII. SURROUNDINGS :

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

IX. SANITARY FACILITIES

Type of latrine : Nos. 10 + 5

Type of bath rooms : Nos. 6 + 3 = 9

No. of students per latrine : 6 (app.)

No. of students per bath room : 10 (app)

Are they adequate/inadequate ? : 10 latrines and bathroom are 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 ? : O.K.

Is maintenance adequate ? : O.K.

Cleanliness : O.K.

X. HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up? : Yes

If so, who examines ? : Dr. B. P. Singh

Frequency : Once a year

When it was last done ? : 14.7.82

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 : No

Is there a local hospital ? : Yes (Dispensary)

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

Do they have a sick room ? : Yes

If so :

1. No. of rooms : One

2. No. of beds : 3

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

Is there a first aid box kept with medicines ? : **Yes**

Any immunization given during the year ? : **Yes**

If so, when : -

a) Vaccination : **Yes**

b) A.T.S. : **Yes**

c) Polio Vaccine : **No**

d) T.A.B. : **Yes**

e) B.C.G. : **No**

Cleanliness

a) Daily washing of dining room : **No**

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 : **Yes**

a. Dhoty. 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 and 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 meal served ? (per week, and kg purchased at a time)

Do they distribute milk ?

Quantity

Other supplementary foods

Average expense on food per child per month

a. Dhoby. If so how often ? : No

b. Washing of clothes by children. How often? : whenever necessary

c. Drying facilities : Open air

d. Iron Box : 6

e. Supply of soap per child; bathing/washing : Yes - ~~22x82x~~ 2.2.82/3.3.82/16.4.82/
29.6.82/12.9.82 (5 times)

Does the Hostel provide any Health Education ? : No

If yes, Subjects : General Hyg ne, Cleanliness.

Frequency of classes :

XI. FOOD AND CLOTHING

Kitchen : a) Cleanliness : O.K.

b) Type of stove : Mud

c) Type of fuel : Fire wood

d) Lighting bulb wattage : -

e) Cleanliness of cook : O.K.

f) Participation by children : Yes

Are the kitchen facilities adequate ? : No

Dining Room : a) Seperate place : Yes

b) Screened : No

c) Floor sitting : No

d) Table and stool : Yes

e) Individual tumbler/cup and plate : Yes

f) Plate and cup racks : Mp

g) Hand washing facilities : -

h) Cleanliness : O.K. (Satisfactory)

i) Accomodation : Not sufficient(50 chairs, 5 tables)

Do they have a fixed menu ? : Yes

Who has worked out the menu sheet ? : Warden & Asst. Warden)

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

Do they distribute milk ? : No

Also, how often ? Quantity : -

Other supplementary foods : Some fruits are supplied in differen

Average expense on food per child per month : seasons.

Is the store room rat proof ? : **No**

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

Drinking water facilities : **Well**

1. Safe supply provided : **Barthen vessels**

2. Source : **Barthen vessels**

3. Storage : **Barthen vessels**

Are the children supplied with : **Yes**

Uniforms, sanitary towels, underwear and bathing towels ? : **Once it is supplied in 1982**

If so, how many per year ? : **5.10.82**

When supplied last ? : **Yes**

Do they have individual sleeping mats, blankets ? : **Yes**

XII. EDUCATION AND RESULTS

Which school/schools do the inmates attend : **Lutheran High school**

The strength of the school : **308**

Education results of the school in last three years in % : **82%**

What is the state average % ? : **Below 50%**

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

How many fosterchildren are studying in : **19**

1. Elementary school : **-**

2. Higher Ele. school : **46**

3. High School : **4+3**

4. Junior College : **80%**

Educational results of the fosterchildren in % : **3 failed in Matric**

How many passed/detained ? : **Annual charges-Rs.17/- for only those who cannot pay by themselves**

How much does the home pay as school fees ? : **Hostel as mentioned above**

Who pays the school fees ? : **Yes**

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? : **Warden's give extra tuitions.**

In what subjects ? : which ever needed

Who gives the tuition ? : Wardens

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 prayers**
2. **Sunday service**
3. **Sunday school**
- 4.
- 5.

Is Evangelistic work done by the inmates ? : Yes

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

In the Elahah and also with the parish programme

Who guides them in this work ?

Local Pastor & leaders

Who conducts the daily worship ?

Children

Do they follow any syllabus ?

Yes

If not, how is the Bible portion selected ?

-

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

20 new testaments and one old testament

Are they adequate for their use ?

?

XIV. RECREATIONAL ACTIVITIES :

Leadership training, if any (specify)

Group activities

Sports materials of the home

For indoor games

Carrom Board, Ludo, Badminton

For out-door games

Hockey

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

: Yes

How often ?

: Once a year

Any inter-Home sports competition ?

:

How often ?

: Once a year

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

: Yes

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

: Once to Ranchi

Musical Instruments of the Home

: Guitar, Harmonium, Tabla, Mondar, Small kartal, Big karatal

Who teaches them to play the musical instruments ?

: Children learn themselves

Are children trained to enact dramas ?

:

Social

:

Religious

:

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

Yes (every Saturday)

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

Yes (combined with boys hostel)

1. in the Home

: Yes

2. on inter-Home basis

: Yes

Is there a library ?

: Yes

If so, number of books

656 English 150 Other language Hindi - 506

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

: Yes

If so, what (names) ?

: The Indian Nation, Ranchi Express,

Do the children keep any hobbies ?

: Ghar Bandhu

If so, what ?

: Yes

: Sewing, painting

XV. CULTIVATION

Are lands available for cultivation ?

: Yes

Are the lands attached to the Boarding Home ?

: Yes

If so, how many acres

: One Acre

Dry land

:

Wet land

: Irrigated.

How is irrigation done ? : From the well

The major crops raised : Vegetable & ~~urad~~ Urad Dal

Is there a well ? : Yes

If so, the depth and diameter : 25 feet & diameter 15 feet

Is the well installed with a pumpset ? : ~~15~~ No

Is there an over-head tank ? : No

Is there a kitchen garden ? : Yes

Is there a poultry/cattle farming ? : No

XVI. FINANCIAL SUPPORT/ACCOUNTS/ADMINISTRATION

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

Amount per annum : **Rs. 10/-p.**

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

Does the Home charge any fees from the KNH supported children ? : Yes/No

If so, how much per Child & month ? : **Rs. 10/-p.**

Are the accounts kept up to date ? : Yes

If not, which ? : -

Do they have Bank Account ? : Yes

If so, where and No. ? : Gumla Simdega Central co-operative Bank Ltd. A/c.No. 1222

Who is operating the a/c ? : SBI- A/c.No.- C/446,

Who is maintaining the a/c ? : Mr. L.Tete and Mr. A.Lakra Manager

Does the Home receive the full KNH amount or a part of it ? : Full

On what basis ? : Cheque or draft

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

- Does the Home arrange for a parents' day ? :
- Does the Home arrange for an old residents' day ? :
- Do the hostel authorities conduct any follow-up study with regard to the out-going children ? :
- If so, how ? :

XVII. SUGGESTIONS AND RECOMMENDATIONS :

I met two new assistant wardens being appointed in the hostel during my visit. I appreciate their keen interest and initiative in fostering the child care. Children were found to be in good cheer and are quite happy with the hostel life.

While discussing with the children about the welfare of their living in the hostel I noticed few children having distinct leadership qualities. Most of them are of the opinion that hostel living is much more better than their own house. But at the same time they care for their own parents and relatives. Although most of the children come from very remote villages they have learnt good manners and it is in contact with the boys hostel children living in the same place. This shows the co-operation of the children with the hostel authorities who have taken initiative and effort to discipline the children in right ways.

It was a great privilege to witness the written varieties of extra curricular talents of the children. Most of them inhabited by high calibre art in dancing singing and even acting. These talents must be profitably utilised.

The hostel authorities can organise a cultural programme and a fete to provide opportunities to these children to excel in their capacities and get a public recognition. By means of such programmes hostel can save some money for their improvement and present gifts to the active participants (children) as a token of incentive.

It was good to hear the reports from the children about their group activities and their active involvement. This must be maintained. Contd ...16

with added vigor and qualitative development by implementing certain useful suggestion made by the groups at the end of this period of functioning. The member of the hostel must be encouraged to take more initiative and exert the right influence.

I would like to suggest few things for this improvement of the hostel.

- (1) The newly trained warden must be given enough scope to implement the new ideas in the hostel toward better child care.
- (2)x The present warden Mrs., Lakra may hand over the responsibilities to Miss. Gloria and can relinquish from her extra responsibility as a warden of this hostel.
- (2) The dining hall may be extended as planned by the local management committee but it must exceed the budgeted fund for the hostel improvement.
- (3) Childrens study hours must be supervised in a more systematic way so as to benefit the children in clarifying their doubts.
- (4) Food of the hostel need improvement, children may be served meat at least thrice a week. Morning and evening tea must served to the children.
- (5) Children must be encouraged to actively take part in gardening.
- (6) In a year at least once children must be taken on excursion to some place where they can be exposed to several vocational opportunities it would be a means to broaden their out-look.

On the last day of my stay in Khuntitoli I could locate one girl who had few distinct signs of suicidal tendencies and most of my hunches were proved to be facts. I advised the matrons to take some preventive measures and give her constant attention. Due to lack of time I could not counsel that girls. However this shows that there are some such cases in the hostel which must be very carefully handled.

It was quite unfortunate to that Mrs. Lakra was sick during my visit but I appreciated Her efforts for the welfare of the hostel.

I extend my thanks to the manager Mr. Lakra the assistant warden and children for their hospitality and co-operation.

Jeesur Charan Das
Home Officer.

cc : KMH Duisburg.
: Rev. Dr. M. Bage.

File : 1834 S/F.

: Home Officer - 4

CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE DELHI

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home : **Boys Hostel, Khuntitoli**

Home No. **1825** : Date of visit **12.11.82**

I. LOCATION

Location of the Boarding Home

Village : **Khuntitoli**

Taluk : **"**

District : **Ranchi**

State : **Bihar**

Population of the town/village : **3000**

Major occupation of the people : **Farming**

General facilities of the locality :

No. of Schools : **1 High school, 1 middle, 2 primary school**

Colleges : **-(College is in Simdega which is 3/4 km. away)**

Training Centres : **-**

Churches : **R.C. Lutheran**

Hospitals : **Dispensary**

Any other institutions : **Carpenter centre (non-formal training)**

Percentage of literacy in the town/village : **50%**

II. THE PARISH AND THE CHURCH

Christian population in the town/village : **2000 (approximately)**

No. of Christian families : **200**

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

Institutions under the Christian Churches : **Hostel schools**

III. MANAGEMENT OF THE BOARDING HOME

Is there Management Committee ?

: Yes

The names of the members

:

- 1 Rev. M. Tete (chairman)
- 2 Mr. A. Lakra (Secretary)
- 3 Mrs. S. Kongeri (Nurse)
- 4 Mrs. J. Lakra (teacher in middle school)
- 5 Mr. A. Dung Dung
- 6 Mr. L. Tete (joint operator)
- 7 Mrs. M. Lakra (Girls hostel warden)
- 8

How often does the committee meet per year ?

: Thrice a year.

When did it meet last ?

: 6.11.82

Who sanctions the budget of the Home ?

:

IV. THE CHILDREN

When was the home started ?

:

How is admission made ?

:

Total strength of the Home

: 124

No. of children supported by KNH

: 106 (17 extd. + 89 normal)

How many are getting extended fostership ?

: 17

Since when is KNH supporting this home ?

:

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

:

C.I.

:

World Vision

:

others

:

No. of orphans

:

No. of semi-orphans

:

No. of economically backward/ big sized families

: Rest all

How many are paying boarders ?

: 17

If paying, the boarding fees per month

: Rs. 85/- p.m.

V. ATTENDANCE

Number and names of fosterchildren who were absent :

S. No.	Reg. No.	Name	Reasons
1.	A sepearte sheet is submitted in the registration section		
2.	for necessary action.		
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 : **Mr. A. Lekra**

Whether honorary or paid ? If paid, how much ? :

Name of the warden : **Mr. A. Dung dung**
 age : **38**
 salary per month : **Rs. 623/- p.m. (inclusive of Rs. 50/- allowance & P.F. contribution)**
 qualification : **B.A. B.D.**
 Whether the warden is a full time warden/part time warden ? : **Full time**
 Since when is he/she working as a warden ? : **Sept. 1975**
 Whether the warden has attended the warden's Training Course conducted by CNI-CCC ? : **Yes**
 Name of the sub-warden/matron if any : **Mr. George Tirkey-under training in Bangalore.**
 Other Child Care workers :

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

1.	Mr. C.H. Jugun- Asst. Warden - 58 - B.A. Teacher's-April '82- Part Time Training					
2.				Rs. 200/- (Upto December 1982)		
3.						
4.						
5.						
6.						
7.						
8.						

Ratio of Child Care workers to Children :

Other personnel :

Name	Designation	salary per month	appointed since
1. Karuna	- cook	Rs. 110/- p.m. + food	
2. Grace Bick	- cook	Rs. 50/- with food	
3. Ishwar Dutt	- Watchman	- Rs. 70/- p.m.	
4.			

VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built ? : **1965**
 Who is the owner of the building ? : **G.E.L.C.**
 The nature of the Hostel building : **-**

Wall	: Bricks
Roof	: Asbestos sheet
Floor	: Cement

Is the Home electrified ?

: **Yes**

When was the last white wash done ?

: Nov. 1962

Total No. of rooms

1. Dormitory

: No

Size : 10+1 in the class room

2. Dining

: 1

3. Kitchen

: 1

4. Store

: 1

5. Prayer room

: Not separate but it is done in the Girls hostel chapel

6. Sick room

: No

(combined prayer for Boys & Girls)

7. Office

: Along with the store room.

8. Library

: No

9. Play room

: No

10. Other rooms if any

: Warden's house

Furniture

1. Chairs

: 6 wooden, 2 elbow chair

2. Tables

: 2

3. Desks

: -

4. Cots

: 2

(most of the room have good fixed cots)

5. Almirahs

: 2 iron; 3 wooden

Are there adequate lockers in the dormitory ?

: Nil

VIII. SURROUNDINGS :

Is there a compound wall/fence ?

: No

Garden/Vegetable/Flower gardens

: Yes

Play ground

: Yes

Pits, ditches, manure heaps

: No

Rank vegetation, bushes etc.

: No

Stagnant pools

: No

Soil pollution

: No

Mosquito/fly breeding places

: No

IX. SANITARY FACILITIES

Type of latrine : **Nos. 9 hand flush out**

Type of bath rooms : **Nos. -**

No. of students per latrine : **13**

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 ? : **Yes**

Cleanliness : **O.K.**

X. HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up ? : **Yes**

If so, who examines ? : **Mr. R. P. Singh**

Frequency : **Once a year**

When it was last done ? : **Sept. 1982**

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 ? : **Dispensary**

Is it run by the Government, Church or private ? : **Church (Lutheran)**

Do they have a sick room ? : **No**

If so :

1. No. of rooms :
2. No. of beds :

3. Separate mats	:	No	a. Drying facilities
4. Separate plates and tumblers	:	Whenever needed	b. Washing of clothes by children. How often?
5. Kitchen for special diet	:	Open all on the ground	c. Drying facilities
6. Separate bath room	:	Yes	d. Iron Box
7. Separate latrine	:	Yes	e. Supply of soap per child; bathing/washing
8. Locked medicine cupboard	:	Yes	Does the Hostel provide any Health Education?
9. Separate sheets and pillows	:	General hygiene	If yes, Subjects
10. Blankets	:	One for two months	Frequency of classes
11. Sick children's clothes	:		
12. Person in charge	:		
Is there a first aid box kept with medicines?	:	No	XI: FOOD AND CLOTHING
Any immunization given during the year?	:	Yes	Kitchen : a) Cleanliness
If so, when	:		b) Type of stove
a) Vaccination	:	Yes	c) Type of fuel
b) A.T.S.	:		d) Lighting bulb wattage
c) Polio Vaccine	:		e) Cleanliness of cook
d) T.A.B.	:		f) Participation by children
e) B.C.G.	:		Are the kitchen facilities adequate?
Cleanliness	:		Dining Room : a) Separate place
a) Daily washing of dining room	:	No	b) Screened
b) Daily washing of kitchen	:	No	c) Floor sitting
c) Daily washing of bath room and latrines	:	Not done regularly	d) Table and stool
d) Daily cleaning of the surroundings of hostel	:	O.K.	e) Individual tumbler/cup and plate
Do the children participate in cleaning?	:	Yes (sometimes)	f) Plate and cup racks
Clothes washing facilities	:	Open air near the well	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?
	:		Quantity
	:		Also, how often?
	:		Other supplementary foods
	:		Average expenses on food per child per month

a. Dhoby. If so how often ? : **NO**

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

c. Drying facilities : **Open air on the ground**

d. Iron Box : **Six**

e. Supply of soap per child; bathing/washing : **-**

Does the Hostel provide any Health Education ? : **Yes**

If yes, Subjects : **General hygiene**

Frequency of classes : **Once in two months**

XI. FOOD AND CLOTHING

Kitchen : a) Cleanliness : **O.K?**

b) Type of stove : **Muddy**

c) Type of fuel : **Fire wood**

d) Lighting bulb wattage : **No**

e) Cleanliness of cook : **Satisfactory**

f) Participation by children : **No**

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

Dining Room : a) Seperate place : **Yes**

b) Screened : **No**

c) Floor sitting : **Yes**

d) Table and stool : **No**

e) Individual tumbler/cup and plate : **Yes**

f) Plate and cup racks : **No**

g) Hand washing facilities : **No**

h) Cleanliness : **Not properly maintained**

i) Accomodation : **-**

Do they have a fixed menu ? : **Open for near the wall**

Who has worked out the menu sheet ? : **-**

How many times is meat served ? (per week, and kg purchased at a time) : **10 - 12 kgs. (port) once a week**

Do they distribute milk ? : **No**

If so, how often ? Quantity : **-**

Other supplementary foods : **Sometimes fruits are served**

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

: Nil

Are the children supplied with

:

Uniforms, sanitary towels, underwear and
bathing towels ?

: Yes

If so, how many per year ?

: ~~When~~ one set was given in 1982

When supplied last ?

: -

Do they have individual sleeping mats,
blankets ?

: Yes

XII. EDUCATION AND RESULTS

Which school/schools do the inmates attend :

Mission High school, Khuntitoli

The strength of the school

: 300

Education results of the school in last three
years in %

: Average - 80%

What is the state average % ?

: ?

What is the distance between the home and
the school ?

: Inside the mission compound

How many fosterchildren are studying in

:

1. Elementary school

: ?

2. Higher Ele. school

: 14

3. High School

: 84

4. Junior College

: 16 + (two in suspension)

Educational results of the fosterchildren
in %

: 99%

How many passed/detained ?

: One failed

How much does the home pay as school fees ?

: Nil (only yearly Rs.11/- is charged)

Who pays the school fees ?

: Parents

Are the inmates supplied with books and
note books ?

: Only note books

Do the children who are weak in studies

receive any extra tuition? If so how many? :

No (only sometimes the 10th class (final
year) students receive short time
tuition)

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 ?

XIII. SPIRITUAL LIFE :

Religious activities of the home

1. **Morning and evening prayers**
2. **Sing song programme**
3. **Sunday school**
- 4.
- 5.

Is Evangelistic work done by the inmates ?

Along with the church work

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

Whenever the church organises

Who guides them in this work ?

Who conducts the daily worship ?

Children

Do they follow any syllabus ?

Church calendar

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)

Leading Bible quizzes morning & evening prayers, groupworks through taking up separate responsibilities

Sports materials of the home

For indoor games

For out-door games

Volley ball, hockey, foot ball, ring

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

: Yes

How often ?

: Once a year

Any inter-Home sports competition ?

: Yes

How often ?

: Twice a year

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

: Twice picnic was organised.

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

: Madhuban Dam, 6.4.1982, 2 Nov. 1982

Musical Instruments of the Home

: Harmonium, (under repair), 3 drums stereo set (under repair from 1980 at Ranchi)

Who teaches them to play the musical instruments ?

: Children learn themselves

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 (every Saturday)

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

1. in the Home

2. on inter-Home basis

Is there a library ?

: Yes

If so, number of books

: 344 English 112 Other language But in Hindi

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

: Yes

If so, what (names) ?

: Indian Nation, Arya Bart, Ranchi Express, Charbardi (Christian Magazine)

Do the children keep any hobbies ?

: Yes

If so, what ?

: Painting

XV. CULTIVATION

Are lands available for cultivation ?

: Yes

Are the lands attached to the Boarding Home ?

: Yes

If so, how many acres

: 5 acres

Dry land

Wet land

: All

How is irrigation done ?

: By passing water from the well

The major crops raised

: Paddy, wheat, vegetables.

Is there a well ?

: Yes

If so, the depth and diameter

(1) 12 feet and 32 feet (2) 22 feet and 18 to 20 feet

Is the well installed with a pumpset ?

: No

Is there an over-head tank ?

: No

Is there a kitchen garden ?

: Yes

Is there a poultry/cattle farming ?

: No

XVI. FINANCIAL SUPPORT/ACCOUNTS/ADMINISTRATION

State all sources from which the Home

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

receives financial aid and other aids ?

: Government/Church/Others
Nil

Amount per annum

If received, since when ?

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

Does the Home charge any fees from the KNH supported children ?

: Yes/No
If so, how much per Child & month Rs. 10/-

Are the accounts kept up to date ?

: Yes

If not, which ?

: :

Do they have Bank Account ?

: Yes

If so, where and No. ?

: Bank of India, a/c No. 174

Who is operating the a/c ?

: Mr. Lukas Tete & Mr. A. Lakra

Who is maintaining the a/c ?

: Mr. A. Lakra

Does the Home receive the full KNH amount or a part of it ?

: Yes

On what basis ?

: Cheque

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 : Along with cumulative register
4. Postal Register for incoming and outgoing letters : Yes
5. Parcel Register : Yes (along with the incoming letter of foster children)
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 : Yes
4. Circular letters : Yes
5. Extended Fostership : Yes
6. Building : Yes
7. Miscellaneous : No
8. File for Reports (Survey reports and Annual reports) : Yes

9. Medical Inspection Record

Yes with cumulative records

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 ? : No
- If so, how much ? : -
- Has the Home a typewriter ? : Yes
- Who does the administrative work ? : Manager & Warden
- What are the methods the Home as adopted to correct the children ? : Counselling
- Is career guidance given ? : Yes
- if so, by whom ? : Warden
- Does the Home avail the services of a Vocational Guidance Officer ? : No
- Is there a career corner in Home ? : No.

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

FILES :

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

Does the Home arrange for a parents' day ? : Yes

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 :

This being the second visit in this year (1982) I at the very outset was expecting lot of improvements in the Child Care standard and the upto date maintainance of the records.

The warden children relationship has improved to some extend. Children are now quite free to express their difficulties and joys. During my meeting and discussion with the children, every child was very free to talk about the hostel activities. The total strength has been divided into five groups. They are, Red star, Green star, anand star, Blue star and North star. Each group carries different responsibility of the hostel ^{and} after two months the responsibilities changes in relation. Such activity will foster leadership talents in the children. Children have also conducted essay competitions, debate and quiz competition. Such programmes keep the children busy in creative activities and it will be a good medium of imprting knowledge. I would suggest that the proceedings of those programmes may be recorded in the dairry of special events and at the end of the year the best students in various activities may be awarded with some token gifts.

While going round the hostel with the warden Mr. Dung Dung I found that children study hours are not properly supervised. Some children seriously study but ^{few others} fathers were involved in reading some dairry books and writing love letters. It was quite disappointing. Proper Supervi-
shon of studies a must.

In all the rooms/dormitories cloths racks and hangers must be fixed Because children keep their clothes in a very nasty manner. As suggested earlier each room should have a pin board where in the children can put their handiworks and crafts which they make.

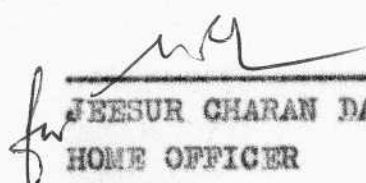
It was quite exciting to witness the various talents of the children which was ~~being~~ stayed during the cultural programme. Every year atleast once the hostel should organise a combined cultural programme with the girls hostel which will be a source of raising fund for the hostel improvement and part of the profit can be given to the children as incentive.

The hostel authorities must try to improve the child care standard in the light of the above suggestion and the previous suggestion of the last survey report.

I had a profitable time of discussion with the local management committee. As I understand many members are not fully aware of the CNI-CCC aim and objections and they are not given proper awareness about the survey reports. Each and all the members of the committee must be informed of the detail functioning of the hostel and the Survey Report should be read to them. Because local management committee^s the planning body for the smooth functioning of the hostels.

This report may be placed before the local management committee and the decision taken may be conveyed to our office as soon as possible.

I thank the warden, Manager and children for their hospitality co-operation and love imparted to me during my visit and stay.


JEESUR CHARAN DAS
HOME OFFICER
CNI-CCC

cc: K.N.H. Duisburg
Rev. Dr. M.Bage
file: 1825/ S.F.
Home Officer/4

KSS-56B



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

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

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

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

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

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

Grams : FOSTERCARE

Central Office

15, Rajniwas Marg,
Delhi-110054

Date 25.1.82

DKM/sa

1/2/82
Mr. A. Lakra
Manager
Lutheran Boys Hostel
KHUNTITOLI (Simdega)
Ranchi District
Bihar

Dear Mr. Lakra,

1/7/82
This is to forward the Survey Report on your Home as given by our Home Officer after his visit to the Hostel on 5.1.82.

I note that there is no proper maintenance of dormitories and latrines and children fail to come back to the Hostel immediately after vacations. Your effort and action to eliminate all short-comings of the Home and to implement the suggestions made in the report will be appreciated.

We look forward to hearing from you.

With all good wishes,

Yours Sincerely

S. Michael Rubdy

For S. Michael Rubdy
Director

cc: KNH Duisburg

Dr. M. Bage

File: S/F - 1825

H/O - 4

CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE DELHI

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home	:	Lutheran Boys Hostel, Khuntitoli
Home No. 1825	:	5.1.1982
I. LOCATION	:	
Location of the Boarding Home	:	
Village	:	Khuntitoli
Taluk	:	Sindaga
District	:	Ranohi
State	:	Bihar
Population of the town/village	:	3000
Major occupation of the people	:	Farming
General facilities of the locality	:	
No. of Schools	:	1 High school, 1 middle, 1 primary
Colleges	:	-
Training Centres	:	-
Churches	:	R.C. Lutheran
Hospitals	:	Dispensary
Any other institutions	:	Carpenter centre. (non formal training)
Percentage of literacy in the town/village	:	50%
II. THE PARISH AND THE CHURCH	:	
Christian population in the town/village	:	2000 (approximately)
No. of Christian families	:	200
Christian Denominations	:	Lutheran, R.C.
Institutions under the Christian Churches	:	

III. MANAGEMENT OF THE BOARDING HOME

Is there a Management Committee ? : **Yes**

The names of the members :

1 **Rev. M.Tete (chairman)**

2 **Mr. Bioram Minz**

3 **Mr. A.Dung Dung**

4 **Mr. A.Lakra (Secretary)**

5 **Mrs. M.Lakra**

6 **Mr. Mansukh Lakra**

How often does the committee meet per year ? : **Three to four times.**

When did it meet last ? : **30.6.81**

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

IV. THE CHILDREN

When was the home started ? : **1948**

How is admission made ? : **Committee**

Total strength of the Home : **148**

No. of children supported by KNH : **106 + 9 + under suspension 2.117**

How many are getting extended fosterership ? : **9**

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 : **3**

No. of semi-orphans : **17**

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

How many are paying boarders ? : **31**

If paying, the boarding fees per month : **Rs.15 (Rs.10/- hostel charge + Rs.5/- development fund) + 20 kg. rice, 3 kg. dal.**

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. A. Lakra

Manager :

Whether honorary or paid? If paid, how much?

Honorary

Name of the warden

Mr. A. Ding Dung

age

33

salary per month

Rs. 530/- p.m.

qualification

B.A. B.Ed.

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

Full time

Since when is he ~~been~~ working as a warden?

1975

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

Yes

Name of the sub-warden/~~name~~ if any

Mr. George Tirky

Other Child Care workers

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

1.	Mr. George Tirky Asst.	30.	B.A.	Rs. 165/-	1980 April	Now on Training in Bangalore
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Ratio of Child Care works to Children

Other personnel :

Name	Designation	salary per month	appointed since
1. Karuna Jatarma	Cook	Rs. 110/-	1950
2. Grace Beck	Cook	Rs. 50/- + food	1980
3. Ismar Dutt Sarin	Watchman	Rs. 75/- (per day Rs. 2:50/- (temporary)	
4.			

VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built?

1965

Who is the owner of the building?

G.E.L.C.

The nature of the Hostel building

-

Wall

Bricks

Roof

Asbestos sheet

Floor

Cement

Is the Home electrified?

Yes

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

Total No. of rooms :

- Size : **10 + 1 in the class room**
1. Dormitory : **10**
 2. Dining : **1**
 3. Kitchen : **1**
 4. Store : **1**
 5. Prayer room : **Not separate but it is done in the Girls hostel chapel (combined prayers for Boys & Girls)**
 6. Sick room : **No**
 7. Office : **Along with the store room**
 8. Library : **No**
 9. Play room : **No**
 10. Other rooms if any : **Warden's house.**

Furniture

1. Chairs : **2**
2. Tables : **1**
3. Desks : **-**
4. Cots : **2**
5. Almirahs : **1 + 2**

Are there adequate lockers in the dormitory ? :

VIII. SURROUNDINGS :

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

IX. SANITARY FACILITIES

Type of latrine : Nos. **9, hand flush out.**

Type of bath rooms : Nos. **-**

No. of students per latrine : **13**

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 ? : **No**

Cleanliness : **Not satisfactory**

X HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up ? : **Yes**

If so, who examines ? : **Dr. R.P. Singh**

Frequency : **Once a year**

When it was last done ? : **12.7.81**

Does the home maintain :

1. Health/Medical Attendance Record : **Yes**
2. Weight and height record : **No**

Any follow up ? : **Yes**

Warden/Doctor consultation : **Yes**

Warden/Parent consultation : **-**

Is there a local hospital ? : **Dispensary**

Is it run by the Government, Church or private ? : **Church (Lutheran)**

Do they have a sick room ? : **No**

If so :

1. No. of rooms : **No**
2. No. of beds : **-**

3. Separate mats	:	
4. Separate plates and tumblers	:	
5. Kitchen for special diet	:	
6. Separate bath room	:	
7. Separate latrine	:	
8. Locked medicine cupboard	:	
9. Separate sheets and pillows	:	
10. Blankets	:	
11. Sick children's clothes	:	
12. Person in charge	:	
Is there a first aid box kept with medicines ?	:	No
Any immunization given during the year ?	:	Yes
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	:	No
b) Daily washing of kitchen	:	No
c) Daily washing of bath room and latrines	:	Not done regularly
d) Daily cleaning of the surroundings of hostel	:	O.K.
Do the children participate in cleaning ?	:	Yes
Clothes washing facilities	:	Open air near the well

a. Dhoby. If so how often ?	:	
b. Washing of clothes by children. How often ?	:	Whenever needed
c. Drying facilities	:	Open air on the ground
d. Iron Box	:	Six
e. Supply of soap per child; bathing/washing	:	
Does the Hostel provide any Health Education ?	:	Yes
If yes, Subjects	:	General hygiene
Frequency of classes	:	Occasional

XI FOOD AND CLOTHING.

Kitchen : a) Cleanliness	:	O.K.
b) Type of stove	:	Muddy
c) Type of fuel	:	Fire wood
d) Lighting bulb wattage	:	No
e) Cleanliness of cook	:	Satisfactory
f) Participation by children	:	?
Are the kitchen facilities adequate ?	:	
Dining Room: a) Separate place	:	Yes
b) Screened	:	No
c) Floor sitting	:	Yes
d) Table & stool	:	No
e) Individual tumbler/cup and plate	:	Yes
f) Plate and cup racks	:	No
g) Hand washing facilities	:	No
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)	:	12 kg. (pork) once a week
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?

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

-

Well

Nil

Yes

Two sets per year

24.4.81

No

High school, Khuntitoli

282

Average 85%

?

Inside the compound

84

16 + (two in suspension)

99%

One failed

Nil (only yearly Rs.11/- is charged)

Parents

Only note books

No (only sometimes the 10th class
(final year) students receive short
time tuition)

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 ? :

XIII SPIRITUAL LIFE :

Religious activities of the home

1. **Morning and evening prayers**
2. **Sing song programme**
3. **Sunday school**
- 4.
- 5.

Is Evangelistic work done by the inmates ? :

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

Who guides them in this work ? :

Who conducts the daily worship ? :

Do they follow any syllabus ? :

If not, how is the Bible portion selected ? :

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

Are they adequate for their use ? :

XIV RECREATIONAL ACTIVITIES :

Leadership training, if any (specify)

Sports materials of the home

For indoor games

For out-door games

Along with the church work

Whenever the church organises

Children

Church calendar

2
?

Leading Bible quizzes morning & evening prayers, groupworks through taking up separate responsibilities

Volley ball, hockey, foot ball, ring

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

How often ? : **Once a year**

Any inter-Home sports competition ? : **-**

How often ? : **-**

How many times per year are children taken on picnics or excursions ? : **Once a year to Serapani & Tamradam**

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

Musical Instruments of the Home : **Dholak, Jhanj & Harmonium**

Who teaches them to play the musical instruments ? : **Warden**

Are children trained to enact dramas ? : **Yes**

Social : **-**

Religious : **During the christmas**

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 : **-**

Is there a library ? : **-**

If so, number of books : **457 English 252 Other language**

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

If so, what (names) ? : **Indian Nation, Hindustan Time, Ranchi Express (Hindi) Dharar Yuge**

Do the children keep any hobbies ? : **Out door games (not properly explored)**

If so, what ? : **-**

XV CULTIVATION

Are lands available for cultivation ? : **Yes**

Are the lands attached to the Boarding Home ? : **Yes**

If so, how many acres : **5 Acres**

Dry land : **3**

Wet land : **2**

How is irrigation done ? : bullock cart

The major crops raised : Vegetables

Is there a well ? : Yes

If so, the depth and diameter : Small one

Is the well installed with a pumpset ? : No

Is there an over-head tank ? : No

Is there a kitchen garden ? : Yes

Is there a poultry/ cattle farming ? : No

XVI FINANCIAL SUPPORT/ACCOUNTS/ADMINISTRATION

State all sources from which the Home ? : CASA/CCF/CI/World Vision/W.C./

receives financial aid and other aids ? : Government/Church/Others

Amount per annum

If received, since when ? : -

Does the Home charge any fees from the KNH supported children ? : Yes/No

If so, how much per Child & month : 2.5/-p.m.

Are the accounts kept up to date ? : No

If not, which ? : 20.12.81

Do they have Bank Account ? : Yes

If so, where and No. ? : S.B.I. A/c No. 174

Who is operating the a/c ? : Mr. L.Tete & Mr. A.Dung Dung (warden)

Who is maintaining the a/c ? : Manager

Does the Home receive the full KNH amount or a part of it ? : Full

On what basis ? : Check

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 : **Yes with cumulative record**
4. Postal Register for incoming and outgoing letters : **Yes**
5. Parcel Register : **Yes**
6. A diary of events : **Yes**
7. Inventory Register : **Not available**
8. Sick Register : **Yes**
9. A Visitors' Book : **Yes**
10. Minute Book : **Yes**
11. Hostel leaver's Register (for follow up work) : **Will be prepared**
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 : **Yes**
4. Circular letters : **Yes**
5. Extended Fostership : **Yes**
6. Building : **Yes**
7. Miscellaneous : **No**
8. File for Reports (Survey reports and Annual reports) : **Yes**

9. Medical Inspection Record

Yes with cumulative records

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 ?

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

Is career guidance given ?

Yes

If so, by whom ?

Warden

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

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 :

My visit to this hostel was quite surprising to the Manager & others as the programme did not reach them. Postal delay is a regular feature in this place. Any way, I was told that the accounts and most of other registers are with the Auditor. During my stay I could just look into the general physical arrangements and met with the children. Then during the visit to Sundergarh, on 13th Mr. Lakra brought all the registers and files for detail survey.

I found the dormitories and latrine block is not maintained properly. The Latrine[✓] have no doors and so many outsiders use it and ~~have~~ leave it dirty.

During my discussion with the manager and the warden I learnt that some of the hostel improvements were not done in anticipation of getting building grant from GHI-CCO office for a new hostel.

Children stay in small cottages apart from each other; although ^{far} not quite/far from each other, Hence discipline of the hostel could not be properly maintained.

Some of the suggestions put forth in the previous report ^{have} ~~been~~ implemented but still few more remain ^{unimplemented} as suggestion. I would like to give the following suggestion for the im-provement of the hostel:

1. The dormitories should be kept clean and well arranged. Some good pictures must be fixed on the walls which are kept just vacant.

2. Doors should be fixed in the latrines and the watchman should see that outsiders should not use it.
3. Time to time cultural programmes should be organised to know the ^{various} ~~main~~ abilities of the children and ^{to} keep them busy in some creative activities.
4. Although the hostel is divided in different groups for ^{various} ~~main~~ activities they are not functioning properly. Each group should have one leader and few members interested with one specific responsibility. After an month the groups should change in rotation fashion enabling each child to take ^{various} ~~main~~ responsibilities and learn to develop leadership ability. Each group must submit a short report at the end of the period.
5. Essay, Competition, debate and quizzes certainly will ^{create} interest ⁱⁿ the children and will be a great resource of ^{for} broadening the general knowledge of the children.
6. Books should be provided to every child. One or two sets are not enough. It must be done without fail.
7. Stock and issue registers, Joy account and daily Cash Book should be maintained up to date.
8. I believe as the hostel has received the grant for digging the well the work must be started and completed soon. A small pump set may be fixed along with it to lift water and distribute to each hostel.
9. The Non GHI-COC Supported children should ~~be~~ pay their hostel fees in terms of money ^{and} ~~not~~ in kind as it sometimes create unnecessary problem in maintenance of accounts.

10. Sometime children must be taken on Excursion as it provides a break from routine schedules and broadens the out look.
11. It was sad to notice that many children did not return from the holidays even after 10 days of the reopening of schools. The home authority must take some disciplinary measure against such children to stop such negligence.

As the warden of this hostel Ding Dung is an in-trainee I believe he would take much interest and initiative in improving the child care by practicing the things which he has learnt.

This report may be put in the Management Committee for discussion and implementation.

cc: Dr. M. Dage
KNH - Duisburg
[REDACTED]

JESUR CHARAN DAS
HOME OFFICER

File: 1825
S/P - 1825
Home Officer - 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

1/2/82
Mr. A. Lakra
Manager
Lutheran Girls Hostel
KHUNTITOLI - (SIMDEGA.)
RANCHI DISTRICT.
B I H A R.

Central Office
15, Rajniwas Marg,
Delhi-110054

Date 25th Jan. 1982.

DKM/na

Dear Mr. Lakra,

*Subd
1/2/82*
A number of suggestions have been given by our Home Officer in the Survey Report which I am forwarding herewith. Please implement them effectively and let us know.

We are disheartened to hear that you are not keeping the cash-book of both the hostels upto date. We cannot understand ^{why} while you have a trained Warden ^{you} should ~~you~~ have difficulty in maintaining the Cash-book daily without fail. Please see that this thing ~~should~~ ^{does} not occur again. Moreover, we are really sorry that the two hostels under your management are not regular in submitting the audited statement of accounts while other hostels submit in time.

With all good wishes,

Yours sincerely

S. Michael Rubdy

For

S. Michael Rubdy
Director.

CC: KNH-Duisburg
Dr. M. Bage
File SF/1834
HO - 4.

CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE DELHI

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home : **GIRLS HOSTEL, KHUNTITOLI**

Home No. **1834** : Date of visit **6.1. 82.**

I. LOCATION

Location of the Boarding Home

Village : **KHUNTITOLI**

Taluk : **SIMDEGA**

District : **RANCHI**

State : **BIHAR**

Population of the town/village : **3000**

Major occupation of the people : **FARMING**

General facilities of the locality

No. of Schools : **1- HIGH SCHOOL, 1-Middle, 1-Primary**

Colleges :

Training Centres :

Churches : **R.C. Lutheran**

Hospitals : **Dispensary**

Any other institutions : **Carpenter centre, (Non-formal Government.)**

Percentage of literacy in the town/village : **50**

II. THE PARISH AND THE CHURCH

Christian population in the town/village : **2000 (app.)**

No. of Christian families : **200**

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

Institutions under the Christian Churches : **Lu-theran:- 1-High school, 1- Middle school
1- Dispensary.**

III. MANAGEMENT OF THE BOARDING HOME

Is there a Management Committee ?

: YES

The names of the members

:

1 MR. M. THEE (CHAIRMAN)

2 MR. A. LAKHA (SECRETARY)

3 MR. M. LAKHA

4 MR. A. DUNG - DUNG.

5 SRI LAKSHY THEE.

6 MRS. L. THEE (SCHOOL TEACHER.)

7 MRS. S. KONGARI (NURSE.)

8 MRS. J. LAKHA (TEACHER MIDDLE SCHOOL.)

How often does the committee
meet per year ?

: THREE TIMES A YEAR.

When did it meet last ?

: 30.6.61

Who sanctions the budget of the
Home ?

: COMMITTEE.

IV. THE CHILDREN

When was the home started ?

: 1941

How is admission made ?

: COMMITTEE.

Total strength of the Home

: 88

No. of children supported by KNH

: 77 (74 + 3 Int.)

How many are getting extended
fosterership ?

: 3

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

: 12

No. of economically backward/
big sized families

: Not all.

How many are paying boarders ?

: 11

If paying, the boarding fees per
month

: Rs.15 + 20 kg rice and kg oil.

V. ATTENDANCE

Number and names of fosterchildren who were absent :

S. No.	Reg. No.	Name	Reasons
1.			
2.			
3.			
4.			
5.			
6.	A SEPARATE SHEET IS SUBMITTED WITH THE REGISTRATION SECTION.		
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 :

MR. A. LAKRA.

Whether honorary or paid? If paid, how much?

Name of the warden

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

Other Child Care workers

Name	Designation	age	qualification	salary	appointed since	Part time or full time
1. Mrs. Silvanthi Horana Matron-28	Matron, B.H.	28	B.A.	Rs.350/-	1980 March	F. Time.
2.						
3. Miss Gloria Turkey Asstt. Warden-35	Asstt. Warden	35	B.A.	165/- p.m.	1981	Now in training at Bangalore.
4.						

5.

6.

7.

8.

Ratio of Child Care works to Children

Other personnel :

Name	Designation	salary per month	appointed since
1. Mrs. Pyari Bage.	Cook	Rs.110/-	1976
2.			
3. Mr. Lalen Boro	Cook	Rs.250 Per day + food	1981.
4.			

VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built?

Who is the owner of the building?

The nature of the Hostel building

Wall

Roof

Floor

Is the Home electrified?

HONORARY

Mrs. MURSHIT LAKRA

43

Rs.250/- p.m.

I.A. Trained.

Part time.

1973

No.

Miss Silvanthi Horana.

Matron, B.H. Rs.350/- 1980 March F. Time.

B.A. 165/- p.m. 1981 Now in training at Bangalore.

Rs.110/- 1976

Rs.250 Per day + food 1981.

1965

G.E.L.C.

Bricks

A.Shoot

Cement

Yes.

When was the last white wash done ? :

Total No. of rooms :

- | | | |
|------------------------|---|------------------------------|
| 1. Dormitory | : | Size : 4 |
| 2. Dining | : | 1 |
| 3. Kitchen | : | 1 |
| 4. Store | : | 2 |
| 5. Prayer room | : | One with the boys (common) |
| 6. Sick room | : | No |
| 7. Office | : | No |
| 8. Library | : | No |
| 9. Play room | : | No |
| 10. Other rooms if any | : | Matron's room. |

Furniture

- | | | |
|-------------|---|-------|
| 1. Chairs | : | 56 |
| 2. Tables | : | 8 + 5 |
| 3. Desks | : | 6 |
| 4. Cots | : | 1 |
| 5. Almirahs | : | 2 |

Are there adequate lockers in the dormitory ? : No

VIII. SURROUNDINGS :

Is there a compound wall/fence ?

Yes

Garden/Vegetable/Flower gardens

Yes

Play ground

Yes Size :

Pits, ditches, manure heaps

Yes

Rank vegetation, bushes etc.

No

Stagnant pools

No

Soil pollution

No

Mosquito/fly breeding places

Yes. (near the latrine)

IX. SANITARY FACILITIES

Type of latrine	:	Nos.	10 + 5 near ones = 15
Type of bath rooms	:	Nos.	6 + 3 = 9
No. of students per latrine	:		6 (app.)
No. of students per bath room	:		10 (app)
Are they adequate/inadequate ?	:		10 latrines are not adequate bath-rooms are not adequate.
Do they have adequate urinals ?	:	Yes	
Do they have night urinals ?	:	No	
Have latrines and bath rooms running water ?	:	No	
Are drainage facilities good ?	:	No.	
Is maintenance adequate ?	:	No	
Cleanliness	:		Not satisfactory.

X HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up ?	:	Yes.
If so, who examines ?	:	Dr. R.P. Singh
Frequency	:	Once a year.
When it was last done ?	:	21.7.81
Does the home maintain	:	
1. Health/Medical Attendance Record	:	With the cumulative record
2. Weight and height record	:	Not maintained.
Any follow up ?	:	Yes
Warden/Doctor consultation	:	Yes
Warden/Parent consultation	:	Yes
Is there a local hospital ?	:	Dispensary.
Is it run by the Government, Church or private ?	:	Church
Do they have a sick room ?	:	No.
If so	:	
1. No. of rooms	:	
2. No. of beds	:	

3. Separate mats :
 4. Separate plates and tumblers :
 5. Kitchen for special diet :
 6. Separate bath room :
 7. Separate latrine :
 8. Locked medicine cupboard :
 9. Separate sheets and pillows :
 10. Blankets :
 11. Sick children's clothes :
 12. Person in charge :
- Is there a first aid box kept with medicines ? : **No**
- Any immunization given during the year ? : **YES.**
- 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 : **No.**
 - b) Daily washing of kitchen : **No.**
 - c) Daily washing of bath room and latrines : **No.**
 - d) Daily cleaning of the surroundings of hostel : **No**
- Do the children participate in cleaning ? : **Open air near the well.**

Clothes washing facilities :

a. Dhoby. If so how often ?	:	No
b. Washing of clothes by children. How often ?	:	BY THE CHILDREN WHENEVER NEEDED.
c. Drying facilities	:	Open air on the wires.
d. Iron Box	:	6
e. Supply of soap per child; bathing/washing	:	Yes
Does the Hostel provide any Health Education ?	:	Yes.
If yes, Subjects	:	General Hygiene, Cleaness.
Frequency of classes	:	

XI FOOD AND CLOTHING.

Kitchen : a) Cleanliness	:	O.K.
b) Type of stove	:	Ind
c) Type of fuel	:	Wood
d) Lighting bulb wattage	:	60 Wt.
e) Cleanliness of cook	:	Satisfactory.
f) Participation by children	:	Yes.
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	:	Yes
h) Cleanliness	:	O.K.
i) Accommodation	:	Not quite 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)	:	Once a week.
Do they distribute milk ?	:	
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?

No.

Drinking water facilities

1. Safe supply provided

2. Source

Well

3. Storage

NIL

Are the children supplied with

Cement tanks.

Uniforms, sanitary towels, underwear and bathing towels?

Yes

If so, how many per year?

24.4.81

When, supplied last?

Do they have individual sleeping mats blankets?

Yes.

XII EDUCATION AND RESULTS

Which school/schools do the inmates attend

HIGH SCHOOL KHUNTITOLI.

The strength of the school

280

Education results of the school in last three years in %

85 %

What is the state average %?

What is the distance between the home and the school?

In side the compound.

How many fosterchildren are studying in

1. Elementary school

Elementary (according to 10+2+3 system.) = 18

2. Higher Ele. School

3. High School

19

4. Junior College

7

Educational results of the fosterchildren in %

99 %

How many passed/detained?

1 dropped.

How much does the home pay as school fees?

**NIL, except yearly fees Rs.11/-
Children's parents.**

Are the inmates supplied with books and note books?

Note-books.

Do the children who are weak in studies

Yes.

receive any extra tuition? If so how many?

In what subjects ? : **Sanskrite.**
 Who gives the tuition ? : **Mr. J.B. Panda**
 Is the tutor full time or part time ? : **Part time.**
 Payment for tuition, if any ? : **Rs. 500/- for three months to 12 students.**
 Are study hours conducted and supervised ? : **(Boys + Girls.)**
YES.

XIII SPIRITUAL LIFE :

Religious activities of the home

1. **MORNING AND EVENING PRAYERS.**
2. **SING SONG PROGRAMME.**
3. **SUNDAY SCHOOL.**
4. **LOUCHE YAKHS.**
- 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 ? : **Children.**
 Do they follow any syllabus ? :
 If not, how is the Bible portion selected ? : **Church calendar.**
 The No. of Bibles, New Testaments, Lyrics and Hymn books in the Hostel : **Most have.**
 Are they adequate for their use ? : **YES.**

XIV RECREATIONAL ACTIVITIES :

Leadership training, if any (specify) : **GROUP ACTIVITIES.**

Sports materials of the home

For indoor games

For out-door games

HOCKEY.

CARROM BOARD, LUGO, HAMILTON.

Does the home conduct sports meet (competition) for the inmates ? : **YES.**

How often ? :

Any inter-Home sports competition ? :

How often ? : **NO.**

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

Name of the places they have visited recently and the dates of visits : **SARAIPANI & TAMRADAM.**

Musical Instruments of the Home : **DHOLAK, HARMONIUM.**

Who teaches them to play the musical instruments ? : **YES**

Are children trained to enact dramas ? :

Social :

Religious : **YES.**

Does the home conduct cultural evenings to give opportunity to display the talents of the children : **YES. (SOMETIMES.)**

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

1. in the Home : **YES.**

2. on inter-Home basis :

Is there a library ? : **YES.**

If so, number of books : **566** English Other language

Are daily news paper health and religious magazines ordered for the home ? : **Yes, Hindustan, Ranchi express.**

If so, what (names) ? :

Do the children keep any hobbies ? : **Dancing, singing, Sewing. kneating.**

If so, what ? :

XV CULTIVATION

Are lands available for cultivation ? : **Yes.**

Are the lands attached to the Boarding Home ? : **Yes.**

If so, how many acres : **1 acre.**

Dry land :

Wet land :

How is irrigation done ? : **WELL**

The major crops raised : **VEGETABLES.**

Is there a well ? : **YES**

If so, the depth and diameter : **NO**

Is the well installed with a pumpset ? : **NO**

Is there an over-head tank ? : **NO**

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

Is there a poultry/ cattle farming ? : **NO.**

XVI FINANCIAL SUPPORT/ACCOUNTS/ADMINISTRATION

State all sources from which the Home ? : **CASA/CCF/CI/World Vision/W.C./**

receives financial aid and other aids ? : **Government/Church/Others**

Amount per annum

If received, since when ?

Does the Home charge any fees from the KNH supported children ?

Yes/No

If so, how much per Child & month ?

Rs. 5/-

Are the accounts kept up to date ?

If not, which ?

No.

Do they have Bank Account ?

15.12.91

If so, where and No. ?

Yes

Who is operating the a/c ? **Manager and Rev.**

S.B.I., Sindya a/c No. 446.

Who is maintaining the a/c ?

J.Kulla & Mr. L. Yeto.

Does the Home receive the full KNH amount or a part of it ?

Full

On what basis ?

Cheque.

Does the Diocese Church do any interim audit or supervision ?

No.

If so, how often in a year ?

: --

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

: No (with the cumulative record.)

: Yes (Both)

: Yes

: No

: Yes

: Yes

: No.

: Yes

: No

: Yes.

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.

9. Medical Inspection Record

Yes

ACCOUNTS :

1. Daily Cash Book

Yes

2. Ledger

Yes

3. Vouchers

Yes

4. Stock and Issue Register

Yes

5. Acquittance Register

Yes

6. Receipt book with carbon duplicate

Yes

7. Special Gift Account Book as per the proforma suggested

Yes

8. Joy Accountant Book as per the proforma

No

9. Remittance Sheets file

No

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.

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 :

As my visit was unexpected (as the programme did not reach there.) the authorities were not quite prepared to welcome me . But it was good that I could see the condition of the Hostel in its usual state.

While going round the hostel building I found the room were kept very dirty and unsystematic. Ofcourse, it was encouraging to see that most of the suggestions as per the previous report have been implemented.

However, I would like to suggest the following for better administration and child care.

1. In the girls hostel matron and / warden must stay full time to look after the young girls and guide them. Now as Miss Shilwanti got married, she may not be able to render her full time service. Miss Lakra. ofcourse, stays away from the hostel and she is giving a part time service. Therefore an assistant warden (preferably a graduate) must be appointed soon while Mrs. Shilwanti Hovenz may be kept on part time basis.
2. Mrs. Lakra is a full time worker in the school and she give her part time service to the Hostel which is quite worth-while. But as per the rule she can not be counted as a full warden. Hence her pay from the hostel should be just minimum. The committee may decide this. After Miss Gloria Tirkey returns from the training ~~Miss Lakra may take up the charge of the Manager.~~
3. The kitchen of the hostel may be extended and provision be made for better outlet of smoke.
4. the existing dining room can be extended with little remodelling and plate and cup rack may be made.
5. I observed that the children have various talents but they are ^{not} properly utilised. Sometimes in a month cultural programme should be organised wherein the children would get scope to exhibit their various talents and develop them.

Cont'd.....2.

6. Although the hostel has practical leadership training through group activities it is not systematic and well programmed. The Home may follow the detail suggestions given during my visit in the end of the year. The outgoing children must discuss the various aspects of hostel living and out of their own experience may give few suggestions for the improvement of the hostel.
7. Sports and games are very important means of physical exercise and *The* ~~for~~ refreshes the mind too. Hence sometimes in a year sports should be organised in the home and on interhome basis. Like wise, debated essay competitions and quizzes should be organised on the basis of current events, Newspapers and bible stories.
8. CNI-CCC supported children should be provided with study books.

I am glad to learn that children enjoy having few games and material and specially having fans in each dormitory. The warden is keeping a close watch of the health conditions of the children which is very good.

I hope this report may be placed in the committee for consideration and quick implementation of the suggestion made.

I thank Mr. & Mrs. Lakra and other staff for taking much care and co-operating with me during my visit.

JESUR CHARAN DAS
(HOME OFFICER)

CC: KNH-Duisburg
Dr. M. Bage
Rev. M. Tete.
Home 1834
File: Home 1834
SF/1834
Home Officer - 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

Mr. A. Lakra
Manager
Lutheran Boys Hostel
KHUNTITOLI (SIMDEGA - 835223)
Ranchi District
Bihar

Date 6th June 1983

JCD/sa

10/6/83
10/6/83

Dear Mr. Lakra,

/ I am herewith forwarding the Survey Report of your hostel prepared by Mr. Jeesur Charan Das, our Home Officer.

Please see that all the suggestions are taken into serious consideration and the details be discussed in the local management committee. It is important to delegate the responsibilities among the two trained wardens for better administration.

With all good wishes,

Yours sincerely

S. Michael Rubdy
Director

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

file: 1825/S.F.
H.O./4

CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE
DELHI

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home	:	Boys Hostel, Khuntitoli
Home No. 1825	:	Date of visit 12.5.1983

I. LOCATION

Location of the Boarding Home :

Village : Khuntitoli

Taluk : Simdega

District : Ranchi

State : Bihar

Population of the town/village : 3,500

Major occupation of the people : Farming

General facilities of the locality :

No. of Schools : One high school, 1 middle, 2 primary school

Colleges : One (College) in Simdega 2-3 miles away

Training Centres : -

Churches : R.C. Lutheran

Hospitals : Dispensary

Any other institutions : Carpenter Centre (non formal training at Simdega)

Percentage of literacy in the town/village : 50%

II. THE PARISH AND THE CHURCH

Christian population in the town/village : 2,000

No. of Christian families : 250

Christian Denominations : Lutheran & R.C.

Institutions under the Christian Churches : Lutheran - 2 hostel
1 school
1 agriculteres

III. MANAGEMENT OF THE BOARDING HOME

Is there Management Committee ?

:

The names of the members

:

- 1 Rev. M. Tete (Chairman)
- 2 Mr. A. Lekra (Secretary)
- 3 Mrs. S. Konger (Nurse)
- 4 Mrs. J. Lekra (teacher in the middle school)
- 5 Mr. A. Dung Dung (Warden)
- 6 Mr. L. Tete (Joint operator)
- 7 Mr. George Tirkey (Warden)
- 8

How often does the committee meet per year ?

:

Thrice a year

When did it meet last ?

:

February 1983

Who sanctions the budget of the Home ?

:

Committee

IV. THE CHILDREN

When was the home started ?

:

1948

How is admission made ?

:

Committee

Total strength of the Home

:

152

No. of children supported by KNH

:

124

How many are getting extended fostership ?

:

11

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

:

5

No. of semi-orphans

:

19

No. of economically backward/ big sized families

:

Rest all

How many are paying boarders ?

:

34

If paying, the boarding fees per month

:

Rs. 95/- p.m. + Rs. 20/- development charge (Annual)

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. A. Lakra**
 Manager :

Whether honorary or paid ? If paid, how much ? :

ATTENDANCE

Name of the warden : **Mr. A.Dung Dung**

age : **39**

salary per, month : **Rs.725/-p.m.**

qualification : **B.A. B.D.**

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

Since when is he/she working as a warden ? : **September 1975**

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

Name of the sub-warden/nation if any ~~XXXXXXXXXXXX~~ **Warden (2) Mr. George Tirkey**

Other Child Care workers :

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

1.	Mr. George Tirkey	32	B.A.	Rs.525/-p.m.		
2.						
3.						
4.						

5.						
6.						
7.						
8.						

Ratio of Child Care workers to Children :

Other pesonnel :

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

1.	Mrs. Karuna - Cook -	Rs.110/- + food	
2.	Mrs. Grace Bick - cook -	Rs.50/- + food	
3.	Iswari Dutt - watchman -	Rs.70/- p.m.	
4.			

VII. BUILDING AND ACCOMMODATION

When was the Boarding Home built ? : **1965**

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

The nature of the Hostel building : **4-**

Wall : **Bricks**

Roof : **Asbestos sheet**

Floor : **Cement**

Is the Home electrified ? : **Yes**

When was the last white wash done ?

Oct. 1982

Total No. of rooms

- | | | |
|------------------------|---|--|
| 1. Dormitory | : | Size : 10+ 1 in the class room |
| 2. Dining | : | 1 |
| 3. Kitchen | : | 1 |
| 4. Store | : | 1 |
| 5. Prayer room | : | Not separate but it is done in the Girls |
| 6. Sick room | : | No (Combined prayer for boys & girls) |
| 7. Office | : | Along with the store room |
| 8. Library | : | No |
| 9. Play room | : | No |
| 10. Other rooms if any | : | Warden's house |

Furniture

- | | | |
|-------------|---|---|
| 1. Chairs | : | 6 wooden, 2 elbow chair |
| 2. Tables | : | 2 |
| 3. Desks | : | - |
| 4. Cots | : | 2 (most of the room have good fixed cots) |
| 5. Almirahs | : | 2 iron; 3 wooden |

Are there adequate lockers in the dormitory ?

Nil

VIII. SURROUNDINGS :

Is there a compound wall/fence ?

No

Garden/Vegetable/Flower gardens

Yes

Play ground

Yes

Pits, ditches, manure heaps

No

Rank vegetation, bushes etc.

No

Stagnant pools

No

Soil pollution

No

Mosquito/fly breeding places

No

IX. SANITARY FACILITIES

Type of latrine : Nos. 9 hand flush out
 Type of bath rooms : Nos. -
 No. of students per latrine : 13
 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 ? : ~~Yes~~ No
 Is maintenance adequate ? : Yes
 Cleanliness : O.K

X. HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up? : Yes
 If so, who examines ? : Dr. R.P. Singh
 Frequency : 2 once a year
 When it was last done ? : 22.2.1983
 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 ? : Dispensary
 Is it run by the Government, Church or private? : Church (Lutheran)
 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 : Whenever needed
5. Kitchen for special diet : Open air on the ground
6. Separate bath room : Six
7. Separate latrine : -
8. Locked medicine cupboard : Yes
9. Separate sheets and pillows : General hygiene
10. Blankets : Once in two months
11. Sick children's clothes :
12. Person in charge :
- Is there a first aid box kept with medicines ? : No
- Any immunization given during the year ? : Yes
- 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 : No
- b) Daily washing of kitchen : No
- c) Daily washing of bath room and latrines : Not done regularly
- d) Daily cleaning of the surroundings of hostel : O.K.

Do the children participate in cleaning ? : Yes (sometimes)

Clothes washing facilities : Open air near the well

Average expense on food per child per month

Other supplementary foods

How often ? Quantity

Do they distribute milk ?

and kg purchased at a time)

How many times is meat served ? (per week

Who has worked out the menu sheet ?

Do they have a fixed menu ?

i) Accommodation

h) Cleanliness

g) Hand washing facilities

f) Plate and cup racks

e) Individual tumbler/cup and plate

b) Table and stool

c) Floor sitting

d) Screened

Dining Room a) Separate place

Are the kitchen facilities adequate ?

f) Participation by children

e) Cleanliness of cook

d) Lighting bulb wattage

c) Type of fuel

b) Type of stove

Kitchen : a) Cleanliness

XI. FOOD AND CLOTHING

Frequency of classes

If yes, Subjects

Does the Hostel provide any Health Education ?

e. Supply of soap per child; bathing/washing :

d. Iron Box

c. Drying facilities

b. Washing of clothes by children. How often ?

a. Drying. If so how often ?

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

XI. FOOD AND CLOTHING

Kitchen :	a) Cleanliness	:	O.K.?
	b) Type of stove	:	Muddy
	c) Type of fuel	:	Fire wood
	d) Lighting bulb wattage	:	No
	e) Cleanliness of cook	:	Satisfactory
	f) Participation by children	:	No
Are the kitchen facilities adequate ?	:	No	
Dining Room :	a) Separate place	:	Yes
	b) Screened	:	No
	c) Floor sitting	:	Yes
	d) Table and stool	:	No
	e) Individual tumbler/cup and plate	:	Yes
	f) Plate and cup racks	:	No
	g) Hand washing facilities	:	No
	h) Cleanliness	:	Not properly maintained
	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)	:		10 - 12kgs. (Pork) once a week
Do they distribute milk ?	:	No	
Also, how often ?	Quantity	:	
Other supplementary foods	:		Sometimes fruits are served
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 : Nil

Are the children supplied with : :

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

If so, how many per year ? : Once a year was given in 1982

When supplied last ? : :

Do they have individual sleeping mats, blankets ? : Yes

XII. EDUCATION AND RESULTS

Which school/schools do the inmates attend : Mission High school, Khunthitoli

The strength of the school : 350

Education results of the school in last three years in % : 1

What is the state average % ? : 65% (approximately)

What is the distance between the home and the school ? : Inside the mission compound

How many fosterchildren are studying in : :

1. Elementary school : 1

2. Higher Ele. school : 13

3. High School : 84

4. Junior College : 16 + (two in suspension)

Educational results of the fosterchildren in % : 84%

How many passed/detained ? : 16 failed

How much does the home pay as school fees ? : Nil (only yearly Rs. 11/- is charged)

Who pays the school fees ? : Parents

Are the inmates supplied with books and note books ? : Only note books

Do the children who are weak in studies receive any extra tuition? If so how many? : No (only sometimes the 10th class (final year) students receive short time tuition)

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 ?

XIII. SPIRITUAL LIFE :

Religious activities of the home

1. **Morning and evening prayers**
2. **Sing song programme**
3. **Sunday school**
- 4.
- 5.

Is Evangelistic work done by the inmates ?

Along with the church work

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

Whenever the church organisation

Who guides them in this work ?

Who conducts the daily worship ?

Children

Do they follow any syllabus ?

Church calendar

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)

Leading Bible quized morning & Evening Prayers, group works through taking up seperate responsibilities.

Sports materials of the home

For indoor games

For out-door games

Volley ball, hockey, foot ball, ring ball

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

: Yes

How often ?

: Once a year

Any inter-Home sports competition ?

: Yes

How often ?

: Twice a year

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

: Twice picnic was organised

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

: Madhuban, 6.4.1982, 2nd Nov. 1982

Musical Instruments of the Home

: Harmonium, (under repair), 3 drums
stereo set (under repair from 1980
at Ranchi)

Who teaches them to play the musical instruments ?

: Children learn themselves

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 (every Saturday)

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

1. in the Home

:

2. on inter-Home basis

:

Is there a library ?

: Yes

If so, number of books

: 344 English 112 Other language But in Hindi

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

: Yes

If so, what (names) ?

: Indian Nation, Arya Bart, Ranchi Exp.
Gharbardi (Christian Magazine)

Do the children keep any hobbies ?

: Painting

If so, what ?

XV. CULTIVATION

Are lands available for cultivation ?

: Yes

Are the lands attached to the Boarding Home ?

: Yes

If so, how many acres

Dry land

: 5 Acres

Wet land

: All

How is irrigation done ? : By passing water from the well

The major crops raised : Paddy, wheat, vegetables

Is there a well ? : Yes

If so, the depth and diameter (1): 12 feet and 32 feet (2) 22 feet & 18 to 20 feet

Is the well installed with a pumpset ? : No

Is there an over-head tank ? : No

Is there a kitchen garden ? : Yes

Is there a poultry/cattle farming ? : No

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 : Nil

If received, since when ?

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 ?

Do they have Bank Account ? : Yes

If so, where and No. ? : Bank of India, A/c No. 174

Who is operating the a/c ? : Mr. Lukas Tete & Mr. A. Lakra

Who is maintaining the a/c ? : Mr. A. Lakra

Does the Home receive the full KNH amount or a part of it ? : Yes

On what basis ? : Cheque

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

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

Along with cumulative register

Yes

Yes (along with the incoming letter of foster children)

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

No

Yes

9. Medical Inspection Record

Yes with cumulative records

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

No

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

No

11. Staff Attendance Register

No

Does the Hostel give pocket money to the children ?

-

If so, how much ?

Yes

Has the Home a typewriter ?

Manager & Warden

Who does the administrative work ?

What are the methods the Home as adopted to correct the children ?

Counselling

Is career guidance given ?

Yes

if so, by whom ?

Warden

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
 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 Mr. Prakash Manwar, the home officer for accounts. We reached in the morning and the Home had not received any information of our arrival.

The hostel has now two trained wardens. The standard of child care has been improved to some extent but it was not very remarkable as expected.

It was disappointing to notice that the Home authorities have not implemented the recommendation made in the last report.

Delegation of responsibility is a prerequisite to effective management/ administration. If proper distribution of responsibility ~~is~~ is not done then there cannot be efficiency in the job. The manager must look into the matter.

The Warden's need to pay more attention to individual child care besides their routine schedule. Case history of each child must be written and accordingly children can be helped to develop in all aspects of their personality. Children must be properly guided to channelise their emotion in healthy manner. Regularly physical exercise and other extra curricular activities must be done.

The hostel must introduce work experience programme wherein the children can be exposed to some trades which will ultimately prepare them for self-employment schemes. The purpose of this programme is to channelise the vocational skills and hobbies of the children toward pleasure and profit.

While discussing with the children I learnt that many children are not given proper vocational guidance in selecting their option^{al} subjects and then the failure^{fulen} higher academic or vocational training. It is the responsibility of the wardens to gather the information from various institutions about different courses and the requisitives. And on the basis of that guide the students, to select their vocational training.

I would suggest that the previous report be referred again as many of the suggestion are not implemented.

The accounts and other related matters of financial management must be carried out by the trained wardens. A separate report accounts is attached along with.

I thanks the manager and the warden for their co-operation and hospitality.



JEESUR CHARAN DAS
HOME OFFICER
CNI-CCC

cc: Dr. M. Bage
K.N.H. Duisburg
file: 1825/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

Mr. A. Lakra
Manager
Lutheran Girls Hostel
KHUNTITOLI (SIMDEGA - 835223)
Ranchi District
Bihar

Central Office
15, Rajniwas Marg,
Delhi-110054

Date **7.6.83**
JCD/sa

Dear Mr. Lakra,

The report of your hostel has not been very satisfactory.
Please try to go through the report and implement the
suggestion made by Mr. Jeesur Charan Das, our Home Officer.

I am enclosing a copy of the Survey Report.

With best wishes,

Yours sincerely

S. Michael Rubdy
Director

cc: K.N.H. Duisburg

Rev. Dr. M. Bage

file: 1834/S.F.

H.O./4

10/6/83

CHURCH OF NORTH INDIA COUNCIL FOR CHILD CARE DELHI

SURVEY OF BOARDING HOMES/HOSTELS

Name of the Boarding Home : **Lutheran Girls Hostel, Khuntitoli**
Home No. **1834** : Date of visit **13.5.83**

I. LOCATION

Location of the Boarding Home : **Kir**
Village : **Khuntitoli**
Taluk : **"**
District : **Ranchi**
State : **Bihar**
Population of the town/village : **3500**
Major occupation of the people : **Farming**
General facilities of the locality :
No. of Schools : **1 High school, 1 middle, 1 primary**
Colleges :
Training Centres :
Churches : **R.C. Lutheran**
Hospitals : **Dispensary**
Any other institutions : **Carpenter center (Non- formal Govt.)**
Percentage of literacy in the town/village :

II. THE PARISH AND THE CHURCH

Christian population in the town/village : **3000**
No. of Christian families : **35**
Christian Denominations : **Lutheran, R.C.**
Institutions under the Christian Churches : **Lutheran - High school
Middle school
Dispensary
Agricultural training and
development centre**

III. MANAGEMENT OF THE BOARDING HOME

Is there Management Committee ? : Yes

The names of the members :

- 1 Rev. M. Tete (chairman, Anchal Adhyaksh)
- 2 Mr. A. Lakra (Secretary, Manager of the hostel)
- 3 Mr. M. Lakra (Warden Boys Hostel)
- 4 Mr. L. Tete
- 5 Mrs. L. Tiga (School teacher)
- 6 Mrs. S. Kongari (Nurse)
- 7 Mrs. J. Lakra (Middle school teacher)
- 8

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

When did it meet last ? : 7.1.83

Who sanctions the budget of the Home ? : Local Management Committee

IV. THE CHILDREN

When was the home started ? : 1948

How is admission made ? : Committee

Total strength of the Home : 79

No. of children supported by KNH : 63

How many are getting extended fostership ? : 6

Since when is KNH supporting this home ? :

No. of children supported by other organizations : C.C.F. :
C.I. :
World Vision :
others :

No. of orphans : 1

No. of semi-orphans : 6

No. of economically backward/ big sized families :

How many are paying boarders ? : 16

If paying, the boarding fees per month : Rs. 85/- p.m. + Rs. 10/- annual fees.

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 :

Mr. A. Lokra

Whether honorary or paid ? If paid, how much ? : **Honorary**Name of the warden : **Miss Sovit Minz**age : **26**salary per month : **Rs.450/- p.m.**qualification : **B.Sc. B.Ed.**Whether the warden is a full time warden/part
time warden ? : **Full time**Since when is he/she working as a warden ? : **1982**Whether the warden has attended the warden's
Training Course conducted by CNI-CCC ? : **No.**Name of the sub-warden/matron if any : **-**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
------	-------------	------------------	-----------------

Mrs. S. Lakra - Cook - Rs.110/- p.m.**Mr. Dayal Surin - night watchman - Rs.75/- p.m.**

3.

4.

VII. BUILDING AND ACCOMMODATIONWhen was the Boarding Home built ? **1948**Who is the owner of the building ? **G.E.L.C.**

The nature of the Hostel building :

Wall **Bricks**Roof **Asbestos sheet and cement tiles.**

Floor :

Is the Home electrified ? :

When was the last white wash done ? : **Nov. 1982**

Total No. of rooms :

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

along with the Asst. Warden's house

Furniture

1. Chairs : **56**
 2. Tables : **8 + 5**
 3. Desks : **6**
 4. Cots : **1**
 5. Almirahs : **3**

Are there adequate lockers in the dormitory ? :

VIII. SURROUNDINGS :

Is there a compound wall/fence ? : **Yes**

Garden/Vegetable/Flower gardens : **Yes**

Play ground : **Yes** Size : **in side the hostel (courtyard)**

Pits, ditches, manure heaps : **Yes**

Rank vegetation, bushes etc. : **Yes**

Stagnant pools : **Yes**

Soil pollution : **Yes**

Mosquito/fly breeding places : **Yes**

No

IX. SANITARY FACILITIES

Type of latrine : Nos. 10 + 5 = 15

Type of bath rooms : Nos. 6 + 3 = 9

No. of students per latrine : 6 (app)

No. of students per bath room : 10 (app.)

Are they adequate/inadequate ? : 10 Latrines and bathroom not yet adequate for use

Do they have adequate urinals ? : No

Do they have night urinals ? : No

Have latrines and bath rooms running water ? : No

Are drainage facilities good ? : Not properly done

Is maintenance adequate ? : Satisfactory

Cleanliness : O.K.

X. HEALTH AND MEDICAL CARE

Do the inmates receive any medical check up? : Yes

If so, who examines ? : Dr. R.P. Singh

Frequency : Once a year

When it was last done ? : 14.7.1982

Does the home maintain :

1. Health/Medical Attendance Record : Yes } not maintained upto date.

2. Weight and height record : Yes }

Any follow up ? : Yes

Warden/Doctor consultation : Yes (~~whenever needed~~)

Warden/Parent consultation : ~~Dispensary~~ Yes (whenever needed)

Is there a local hospital ? : ~~Church~~ Dispensary

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

Do they have a sick room ? : Yes

If so :

1. No. of rooms : One

2. No. of beds : 3

3. Separate mats	:	Yes	a. Chhoy. If so how often?
4. Separate plates and tumblers	:	Yes	b. Washing of clothes by children. How often?
5. Kitchen for special diet	:	No	c. Drying facilities
6. Separate bath room	:	No	d. Iron Box
7. Separate latrine	:	No	e. Supply of soap per child; bathing/washing
8. Locked medicine cupboard	:	Yes	Does the Hostel provide any Health Education?
9. Separate sheets and pillows	:	Yes	If yes, Subjects
10. Blankets	:	Yes	Frequency of classes
11. Sick children's clothes	:	No	XI. FOOD AND CLOTHING
12. Person in charge	:	Health monitor	
Is there a first aid box kept with medicines?	:	Yes	Kitchen : a) Cleanliness
Any immunization given during the year?	:	Yes	b) Type of stove
If so, when	:	-	c) Type of fuel
a) Vaccination	:	Yes	d) Lighting bulb wattage
b) A.T.S.	:	Yes	e) Cleanliness of cook
c) Polio Vaccine	:	No	f) Participation by children
d) T.A.B.	:	Yes	Are the kitchen facilities adequate?
e) B.C.G.	:	No	Dining Room : a) Separate place
Cleanliness	:	No	b) Screened
a) Daily washing of dining room	:	No (weekly once)	c) Floor sitting
b) Daily washing of kitchen	:	Yes	d) Table and
c) Daily washing of bath room and latrines	:	No	e) Individual tumbler/cup and plate
d) Daily cleaning of the surroundings of hostel	:	Yes	f) Plate and cup racks
Do the children participate in cleaning?	:	Yes	g) Hand washing facilities
Clothes 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

- a. Dhoby. If so how often ? : No
- b. Washing of clothes by children. How often? : Every Saturday & other days whenever needed
- c. Drying facilities : Open air
- d. Iron Box : 6
- e. Supply of soap per child; bathing/washing : Yes 2.2.82/3.3.82/16.4.82/29.6.82/12.9.82 (5 times)
- Does the Hostel provide any Health Education ? : No
- If yes, Subjects : General Hygine, Cleanliness.
- Frequency of classes :

XI. FOOD AND CLOTHING

- Kitchen : a) Cleanliness : O.K?
- b) Type of stove : Mud
- c) Type of fuel : Fire wood
- d) Lighting bulb wattage : -
- e) Cleanliness of cook : O.K?
- f) Participation by children : Yes
- Are the kitchen facilities adequate ? : No
- Dining Room : a) Seperate place : Yes
- b) Screened : No
- c) Floor sitting : No
- d) Table and stool : Yes
- e) Individual tumbler/cup and plate : Yes
- f) Plate and cup racks : No
- g) Hand washing facilities : -
- h) Cleanliness : O.K. (Satisfactory)
- i) Accomodation : Not sufficient (50 chairs, 5 tables)
- Do they have a fixed menu ? : Yes
- Who has worked out the menu sheet ? : Warden & Asst. warden
- How many times is meat served ? (per week, and kg purchased at a time) : Rarely
- Do they distribute milk ? : No
- If so, how often ? Quantity : -
- Other supplementary foods : Some fruits are supplies in different
- Average expense on food per child per month : seasons.

Is the store room rat proof ? : **No**

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

Drinking water facilities : **-**

1. Safe supply provided : **Yes**

2. Source : **Well**

3. Storage : **Barthen vessels**

Are the children supplied with : **-**

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

If so, how many per year ? : **Once it is supplies in 1982**

When supplied last ? : **5.10.82**

Do they have individual sleeping mats, blankets ? : **Yes**

XII. EDUCATION AND RESULTS

Which school/schools do the inmates attend : **Lutheran High school**

The strength of the school : **308**

Education results of the school in last three years in % : **82%**

What is the state average % ? : **Below 50%**

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

How many fosterchildren are studying in : **-**

1. Elementary school : **19**

2. Higher Ele. school : **-**

3. High School : **46**

4. Junior College : **4 + 3**

Educational results of the fosterchildren in % : **80%**

How many passed/detained ? : **3 failed in Matric**

How much does the home pay as school fees ? : **Annual charges-Rs.17/- for only those who cannot pay by themselves**

Who pays the school fees ? : **Hostel as mentioned above**

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? : **Warden's give extra tuitions.**

In what subjects ?	:	Whenever needed
Who gives the tuition ?	:	Wardens
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 prayers
2. Sunday service
3. Sunday school
- 4.
- 5.

Is Evangelistic work done by the inmates ?

Yes

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

In the Elabah and also with the parish programme

Who guides them in this work ?

Local pastor & leaders

Who conducts the daily worship ?

Children

Do they follow any syllabus ?

Yes

If not, how is the Bible portion selected ?

-

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

20 new testaments and one Old testament ?

Are they adequate for their use ?

XIV. RECREATIONAL ACTIVITIES :

Leadership training, if any (specify)

Group activities

Sports materials of the home

For indoor games

Carrom Board, Ludo, Badminton

For out-door games

Hockey

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

: Yes

How often ?

: Once a year

Any inter-Home sports competition ?

: Yes

How often ?

: Once a year

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

: Twice Picnic was organised.

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

: Madhuban Dam 6.4.1982

Musical Instruments of the Home

: Guitar, Harmonium, Tabla, Mendar, Small Khartal, Big Karatal

Who teaches them to play the musical instruments ?

: Children learn themselves

Are children trained to enact dramas ?

:

Social

:

Religious

:

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

Yes (every Saturday)

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

Yes (combined with boys hostel)

1. in the Home

: Yes

2. on inter-Home basis

: Yes

Is there a library ? (along with the text books for general daily use)

: Yes

If so, number of books

: 656 English 150 Other language

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

: Yes

If so, what (names) ?

: The Indian Nation, Ranchi Express
Ghar Bandhu

Do the children keep any hobbies ?

: Yes

If so, what ?

: Sewing, painting

XV. CULTIVATION

Are lands available for cultivation ?

: Yes

Are the lands attached to the Boarding Home ?

: Yes

If so, how many acres

: One acre

Dry land

:

Wet land

: Irrigated.

How is irrigation done ? : From the well

The major crops raised : Vegetable & Urad Dal

Is there a well ? : Yes

If so, the depth and diameter : 25 feet & diameter 15 feet

Is the well installed with a pumpset ? : No

Is there an over-head tank ? : No

Is there a kitchen garden ? : Yes

Is there a poultry/cattle farming ? : No

XVI. FINANCIAL SUPPORT/ACCOUNTS/ADMINISTRATION

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

Amount per annum
If received, since when ? :

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

Are the accounts kept up to date ? : Yes

If not, which ? : -

Do they have Bank Account ? : Yes

If so, where and No. ? : Gumla Simdega Central Co-operative
Bank Ltd. A/c No. 1222

Who is operating the a/c ? : SBI-A/c No. - C/446

Who is maintaining the a/c ? : Mr.L.Tete and Mr. A.Lakra
Manager

Does the Home receive the full KNH : Full
amount or a part of it ?

On what basis ? : Cheque or dra-f-t

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
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 : With the cumulative record

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

Yes

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

Yes

Yes

Yes

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 : -
8. Joy Accountant Book as per the proforma : ~~Yes~~
9. Remittance Sheets file : Yes
10. Audited Statement of Accounts : Yes
11. Staff Attendance Register : Yes

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

If so, how much ? : ~~Rs~~ -

Has the Home a typewriter ? : Yes (in Hindi)

Who does the administrative work ? : Manager

What are the methods the Home as adopted to correct the children ? : -

Is career guidance given ? : Some attempts were made to contact the concerned personnel

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 ? :
 Does the Home arrange for an old residents' day ? :
 Do the hostel authorities conduct any follow-up
 study with regard to the out-going children ? :
 If so, how ? :

No

XVII. SUGGESTIONS AND RECOMMENDATIONS :

During my visit I learnt that Miss Gloria Tirkey the trained Warden joined the hostel but after few days she left and had been transferred to Ambikapur. It was very disappointing to see that many children failed in the last examination. The Home must provide serious attention to the supervision of study hours and giving extra tuition for academically weak children. ✓

There was some misunderstanding between the manager & Miss Gloria which caused all such irregularities. At present the hostel has one untrained warden. She is not very much capable of handling the correspondence and maintenance of files and registers. I ^{did} found not much improvement in the hostel in the light of ^{the} last report. ✓

The warden's room is yet to be completed. The dinning hall and repairing of toilet block must be done during the holidays. ✓

This hostel needs atleast two full time wardens to take proper care of the children. One more cook may also be ~~the~~ appointed. ✓

The accounts were not maintained upto date. I was accompanied by our Home Officer for accounts and the report is attached herewith. /

It is necessary that in the absense of suitable person to maintain the accounts the manager may take the help of the trained warden's of the boys Hostel.

~~The~~ trained warden, Miss Gloria Tirkey may resume her responsibility in this hostel after completing her probation period (i.e. by end of June 1983). Because this hostel needs trained personnel.

cont'd....16

::16::

The suggestion and recommendation made in the last report must be referred and placed in the local Management Committee to discuss each and every point and the steps taken to implement them must be reported to CNI-CCC office. ✓

I thank the manager and the warden of the hostel for their co-operation during our stay.

JEESUR CHARAN DAS
HOME OFFICER
CNI-CCC

cc: K.N.H. Duisburg
Rev. Dr. M.Bage
file: 1834/S.F.
H.O./4