

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

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No. 2973 /SSD, Bhubaneswar Dated the, 22<sup>nd</sup> Feb., 2022  
STSCD-ESP-PLAN1-0001-2015

From,

Smt. Ranjana Chopra, IAS  
Principal Secretary to Govt.

To

The Collectors & District Magistrate, Angul/Bargarh/ Bolangir/  
Deogarh/ Gajapati/ Ganjam/Kandhamal/ Kalahandi/ Keonjhar/ Koraput/  
Malkangiri/ Mayurbhanj/Nabarangpur/ Nuapada/Rayagada/  
Sambalpur & Sundargarh .

**Sub: Implementation of Urban Education Programme: Revised Guidelines regarding.**

**Ref:-** This Dept. Letter No. 9989 dtd.4.05.2021.

Madam/Sir,

One of the priority areas of the State Government is to provide quality education to the ST & SC students in the best educational institutions located in the urban areas. Accordingly, the ST & SC Development Dept. has initiated a scheme to provide opportunities to ST & SC students to study in the English medium schools available in each district. The State Government will collaborate with private, aided and other Government managed English medium CBSE/ ICSE Affiliated schools located in District Headquarters / urban centers of the district for providing quality education to ST and SC students.

The details revised guideline for the Urban Education Programme, Standard Operating Procedure (SoP) for ANWESHA Partner Schools and SoP for NGOs are enclosed for reference and implementation. The General Guideline communicated vide letter No. 9989 dt.04.05.2021 is hereby withdrawn and suspended. You are requested to immediately take steps to roll out the programme so that students can be admitted during March-April 2022 for the academic session 2022-23.



The immediate tasks ahead are highlighted as under:

**Immediate Tasks Ahead:**

- i. The State Government intends to continue the scheme from the current Academic Session 2022-23 as per the enclosed Revised Guidelines.
- ii. DWOs will decide number of eligible students to be enrolled in Class-I during Academic year 2022-23 based on seats available in ANWESHA Hostels and will accordingly help identify the eligible students for Class-I.
- iii. The District Welfare Officer will identify, in consultation with the District Education Officer (DEO) all the potential English medium schools with CBSE/ICSE affiliation located in the District Headquarters/ other urban centers of the district.
- iv. The District Collectors should immediately convene a meeting with the management of these identified schools and finalize the number of schools willing to participate in the programme during the academic year 2022-23.
- v. The Annual School fees for each school will be negotiated and finalized by the District Level Committee separately.
- vi. Advertisements should be made for inviting applications from interested ST & SC students and their parents.
- vii. Advertisements should also be made for inviting applications from interested NGOs willing to work for the smooth implementation of the Scheme.
- viii. The District Collector will place the requirement of funds for implementing the programme during the current year to the ST & SC Development Dept.

Accordingly, you are requested to initiate the process so that necessary funds can be placed with the districts for implementation of the programme.

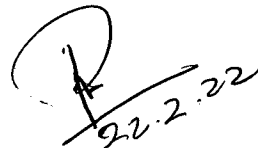
Yours faithfully,



Principal Secretary to Govt.

Memo No. 2974 /SSD dt. 22.02.2022

Copy forwarded to the concerned DWOs for information and necessary action.



Deputy Director-cum-Deputy Secretary

**REVISED GUIDELINE AND STANDARD OPERATING PROCEDURE  
FOR  
URBAN EDUCATION PROGRAMME (ANWESHA)**

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# URBAN EDUCATION PROGRAMME: ANWESHA

## Introduction:

Urban Education Programme, ANWESHA is a unique educational intervention and a flagship program of the State Government. It is an innovative initiative to provide opportunities to ST/SC children to avail quality education and provide them admission in best of public English medium schools of the state. This is an endeavor to nurture the hidden talents of children belonging to the ST & SC categories who are educationally backward and expose them to a spirit of competitiveness and excellence through quality education in best of urban English medium schools. ST & SC children belonging to backward regions, vulnerable categories and whose parents are unable to pay the cost of quality education, are selected and admitted in Class-I of empaneled Urban English medium public schools. The entire cost towards their education, lodging, boarding and transportation to school etc., is borne by the government. The scheme is presently implemented in 17 districts namely, Angul, Bargarh, Bolangir, Deogarh, Gajapati, Ganjam, Kandhamal, Kalahandi, Keonjhar, Koraput, Malkangiri, Mayurbhan, Nabarangpur, Nuapada, Rayagada, Sambalpur & Sundargarh .

## GENERAL GUIDELINES

1. The Program started in 2014-15 for an initial period of 5 years up to 2019-20. The State Government have accorded approval for continuation of the scheme for a further period of 5 years i.e., from 2020-21 to 2024-25 years for covering 25,000 students.
2. Altogether 25,000 students are proposed to be covered under the scheme during 2020-21 to 2024-25. The year wise target for admission shall be communicated by the Department each year.
3. The District level committee with the help of the ITDAs, Micro Projects, DWOs, and WEOs in consultation with the partner NGOs and community leaders/representatives for Anwasha in the District will empanel the students falling in to the criteria laid down in the admission guideline under the scheme every year. While selecting the students, priority should be given to remote rural/tribal areas, cut-off and LWE affected areas as well as PVTG groups.
4. ST & SC Students will be admitted in Class-I of private, aided, government managed English medium schools affiliated to CBSE/ICSE located in the District headquarters/Urban centers who will be provided quality education free of cost till completion of class XII.
5. The scholarship amount presently provided to ST/SC boarders @750/- for boys and Rs.800/- for girls out of State Plan budget have been enhanced to Rs.1000/-in order to provide the children/boarders one extra meal/snacks.Besides an extra amount @Rs.50/- per month shall be provided to girl boarders from the funds allotted under the head uniform, textbook, educational expenditure etc. This amount will be accommodated within the budget approved under the scheme.
6. All students admitted under ANWESHA scheme should mandatorily have Aadhar card/Aadhar enrolment number and if not already there, DWO/PAITDA/SO Micro Project of the respective areas from where the child will selected will ensure getting it

done.

7. Students will be withdrawn from existing partner schools having class range from I-V and should be admitted to new nearby schools willing to work as ANWESHA Partner School as per guidelines that can be empaneled under the Scheme.
8. Welfare Extension Officer of respective block where the hostel is functioning will remain in charge of ANWESHA Hostel as Superintendent.
9. Existing partner schools who have not been affiliated so far will be allowed to get ICSE/CBSE affiliation by March 31st 2022. If they are unable to get affiliation within the time limit, partnership will stand cancelled and all the students will be withdrawn and shifted to nearby schools if affiliated or in schools after fresh affiliation.
10. Reallocation of excess students shall be worked out after reopening of school.
11. No day scholar will be allowed to take admission under the scheme. The parents of the existing Day Scholars under the Scheme shall be counseled to admit their wards in ANWESHA hostels. Boarders not taking admission in ANWESHA hostel will not be covered and supported under ANWESHA Scheme.
12. Seats for admission into class-I earmarked in the proportion of 70:30 for the children belonging to ST and SC categories respectively. Care must be given to see that equal representation of boys and girl students in each class is maintained. Further, priority will be given to provide admission to the PVTG children.
13. Schools are to be selected & empanelled by the district level committee in consultation with partner NGOs based on basic criteria such as recognition/affiliation of schools, availability of infrastructure/ qualified teachers/PTR/academic performance etc. of class- X Exam Results.
14. Selected students should be imparted a bridge course for a period of 4 to 6 months prior to school admission (and start of the classes) to acquaint them with minimum requirement for school preparedness so as to come to a level to understand teachings in class-I of Public Schools.
15. Students are allowed for admission only at Class-I level. No admission shall be allowed in class II and beyond as lateral entry. Lateral entry will be taken up (if felt necessary) at any stage in future with proper justification and approval of DLC.
16. Number of ANWESHA students in a school will not exceed 50% of the total student strength. Further number of Anwasha students in a class should also be limited to half of the total seats in that particular class. Any excess students if already existing in a class shall be withdrawn and admitted in other nearby empaneled school having CBSE/ICSE affiliation. The cost for readmission shall be communicated to Govt. for necessary approval before payment.
17. All the children of one school will be accommodated in one hostel which will make it easy for their transportation as well as managing their studies.
18. Review meeting of Principal/headmaster of partner English medium schools shall be held by the DLC under the Chairmanship of Collector quarterly.
19. Tutors and wardens shall meet the concerned Principal/headmaster/class teacher of partner English medium schools on monthly basis and submit MPR to ACME of

ST/SC Department by 5<sup>th</sup> of every month for the preceding month.

20. Meeting of the parents shall be held on quarterly basis in presence of warden matron, tutors and CCAs at the Anwasha hostel premises which under the Chairmanship of the Nodal WEO. Teaching staff from partner English medium schools shall be invited as special invitees to participate in the discussion.
21. All hostels shall strictly follow the menu plan prescribed by the Department and must put display the menu chart at a conspicuous place for the information of the boarders
22. Lady Cook-cum-Attendant will be designated as House Mother. For every 30 boarders there should be one individual LCCA who will be responsible for the boarders under her charge. She should see that before going to school, the boarders are perfectly dressed, school bags with the contents such as the text and exercise books required for the day are properly arranged, lunchbox contains adequate good quality snacks and he/she carries the water bottle.
23. Students who remain absent for more than 30days at a stretch will be considered as drop out. Hostel warden and Tutor shall discuss with their parents regarding absenteeism as well as motivate them to send their children to school. Separate register mentioning the reason for drop outs, home address and contact number of the parents shall be maintained in Anwasha hostel. Further, ACME cell Zone coordinators will meet the parents and will try to readmit that student again in the hostel to continue their studies.
24. Water bottle, Tiffin Box, Text Book, Note Book, Uniform should be clearly labeled with the student's name and kept at a designated place by the house mother.
25. All Class-VIII/IX students of Non- affiliated partner Schools shall be reallocated to affiliated Schools with immediate effect.
26. Database will be created for all ANWESHA stake holders and funds will be transferred directly to their account.
27. Department shall depute departmental auditors to audit accounts of DWOs of the operational Districts regarding expenditure of ANWESHA Scheme.
28. Selection of Warden, Matron, CCA/LCCA shall be done by District authorities through outsourcing agency. Engagement of tutor will be done through outsourcing agency. Selection will be done by DLC and will be approved by SSD department .
29. State Level committees (SLC) and District Level Committee (DLC) will be constituted with clear roles and responsibilities will be held under under the Chairpersonship of Principal Secretary and District Collector respectively.

## **A. ADMISSION GUIDELINES**

### **1. Formation of the Selection Committee at District level**

A District Level Committee, under the chairmanship of District Collector, shall be formed with following members.

- a) District Collector - Chairman
- b) PA, ITDA of the District - Member
- c) Community Leader/Representatives – Member(2)

- |                               |   |                 |
|-------------------------------|---|-----------------|
| d) District Education Officer | - | Member          |
| e) Nodal WEO                  | - | Member          |
| f) DI of Schools              | - | Member          |
| g) DSWO                       | - | Member          |
| h) Partner NGOs               | - | Member          |
| i) District Welfare Officer   | - | Member Convener |

## 2. Selection and empanelment of Schools:

- a) District Welfare Officer shall identify, in consultation with District Education Officer (DEO), all the potential schools located in the District Headquarters/other urban centers of the district.
- b) The District Collector shall convene a preliminary meeting with the management of these identified schools. Each of the participating school should submit the basic information relating to the school in the prescribed format (Annexure-I)
- c) Schools shall be selected and empanelled by the District Level Committee based on following criteria:
  - Recognition/Affiliation (Must be Affiliated to CBSE/ICSE) having classes from I to X or I to XII.
  - Physical Infrastructure as per CBSE/ICSE norms
  - Availability of qualified teachers as per CBSE/ICSE norms
  - Pupil Teachers Ratio as per CBSE /ICSE norms
  - Good track record of academic performance (pass percentage at class-X examination conducted by CBSE)
- d) The annual school fee for each school shall be negotiated and finalized separately for each school by the District Level Committee. The maximum ceiling for the Annual School Fees shall be specified by the ST & SC Development Department. This will include Annual School fee, tuition fee, library charges and miscellaneous charges. The cost of text book, writing materials, uniform and school bus (transportation) shall be calculated separately.

## 3. Selection and Admission of Students:

- a) Students should belong to parents listed in Socio-economic caste census (SECC) category of the ST & SC communities of Odisha and mandatorily be rural based.
- b) Number of students to be admitted each year in a district should be determined on the basis of intake capacity of hostels and schools empaneled. In no case hostels are to be hired to accommodate selected children and in no case more than 50% of the total strength of a class in a school shall constitute Anwesha students.
- c) Parents should agree to allow their wards to remain in hostel and also during short holidays for remedial coaching. **There should be no day scholars.**
- d) Students shall be admitted at class-I level only. However, in exceptional situation, lateral entry will be arranged with approval of DLCs.

- e) Seats for admission into class I will be proportional to ST/SC population of the district and within each category 50% Girls and 50% Boys. However, the final decision shall be taken by the District level committees.
- f) For preparing students to study in English medium schools a bridge course of 6 months (October to March) shall be provided to them in their respective hostels or at a place selected for the purpose in the district headquarters before they go to the school in the month of April. Therefore, the following time schedule for admission shall be followed.
  - i) Advertisement inviting application in the prescribed format (Annexure-II) from the eligible ST & SC students shall be made by DWO. The advertisement should mention the name of the schools empanelled, No. of seats available etc. Last date of receipt of application should be mentioned.
  - ii) Applications received shall be short listed as per the minimum eligibility criteria. Students shall be selected by the District Level Committee through lottery system. The list of students selected, schools and hostels to which allotted should be notified.
  - iii) Selected students should report at their respective hostels by the given date, failing which **admission will stand cancelled.**
- g) **Exit option:** Only such students and their parents who after the Bridge Course and School Readiness Program will be willing to take admission will be allowed to join the allotted school on the day of opening of the school and the rest may be admitted in other schools of the ST & SC Development Department as per the choice of the parents.

## **B. HOSTEL MANAGEMENT GUIDELINES**

Hostel Rooms, Toilets, Dining Room, furniture's should be safe, attractive and appropriate for students of Age group 5-16

### **1. Organizational structure:**

There can be three types of hostels. Boys' hostel accommodating boys only, Girls' hostel accommodating girls only and Composite hostels having separate Boys' and Girls' Blocks in a single campus. In case of Girls Hostel, a lady warden and in case of a Boys Hostel a male person will be engaged as a Hostel Warden. However, in case of a composite hostel there will be two wardens, one lady and one male warden will be engaged to look after proper management of the girls' block & boys block of the hostel. Manpower for various types of hostels to be engaged is given below.

#### **a) Boys' Hostel:**

- Warden (One), Preferably Lady for one hostel location
- Matron (One) for 100 boarders.
- (Lady) Cook-cum-Attendant (L/CCA) cum House Mother - One for every 30 boarders
- Tutors- One for every 50 boarders

#### **b) Girls' Hostel:**

(Same as for Boy's Hostel)

- c) Warden (One), Preferably Lady for one hostel location
  - Matron (One)
  - (Lady)Cook-cum-Attendant (L/CCA) cum Mother - One for every 30 boarders
  - Tutors- One for every 50 boarders
- d) **Composite Hostel (Boys & Girls Hostel):**
  - Warden (Preferably Male)
  - Lady assistant Warden (For Girls' block)
  - One Matron for each Block (Boys' & Girls')
  - (Lady) cook-cum-Attendant (L/CCA) -one for every 30 boarders (Girls' block should have only LCCAs)
  - Tutors- One for every 50 boarders
- e) **No of posts created:-** Under the scheme, following human resources are to be provided for effective management of the residential facility:

Sl	Human Resource	Nos.	Cost per month per person
1	Warden	85	12000
2	Matron (1 each for 100 boarder students)	250	10000
3	Tutor (1 each for 50 boarder students)	500	8000
4	CCA(house mother) (1 each for 30 boarder students)	833	10140

## 2. Roles and responsibilities (Warden, Matron, Tutor, CCA):

### a) Warden:

Warden of the hostel shall be in overall charge of the hostel and accountable for its efficient and effective management. S/he will report to the District Welfare Officer (DWO). S/he will stay in the hostel and dine with the boarders and have the following responsibilities:

- Maintenance of hostel building and surrounding: (S/he should ensure that building is in good shape, the water supply is regular and hygienic, the electrification is proper without posing any danger to boarders, there is proper drainage of water from bath room and kitchen, and the surrounding of the hostel remains clean and hygienic. S/he should identify infrastructural gaps, if any, and bring the same to the notice of proper authorities (DWO) and get it redressed in a prompt manner.
- Conduct the admission process and allot rooms to the children in the hostel. At the time of admission to the hostel obtain personal data of the child in a prescribed format containing, inter alia, address, phone number of parents, Aadhaar Number of the child

and an undertaking from the parents to the effect that they as well as the boarder shall abide by the rules and regulations of the hostel.

- Proper Mess management
- Maintenance of Cleanliness of hostel and health & Hygiene of boarders
- Attend the sick boarders and take a decision whether internal or hospital treatment is required. Under no circumstances the boarders should be sent home in ailing condition. In case of hospitalization the parents/local guardians may be informed to remain present
- Ensure proper health screening of all boarders for fever, malaria, diarrhea, chicken pox, acute respiratory infections and such others including adolescent reproductive & sexual health issues (ARSH) by ANMs on a regular basis.
- Ensure Safety and Security of boarders
- Timely Distribution of Toiletries to boarders
- Diligent maintenance of prescribed Records (Admission Records, Boarder Attendance register, BPL rice procurement Register, Consumption Register, Stock & Issue Register, Record of PMS, Amenities/cosmetics distribution Register, Sick Register, Red Register, Gate Book, Incoming & Out going Register, Visit Register, Cash Book, Advance Register, Allotment Register, Guard File for keeping all hostel notices Department circulars etc.) and keeping them up to date along with supportive vouchers. All expenses to be incurred following due procedure and exercising financial prudence
- Distribute work among Subordinate staffs (L/CCA, House Mothers and Tutors), and monitor their performance (Undertake weekly reviews). Facilitate and supervise the work of lady assistant warden appointed for the girls' block of the hostel.
- Sensitize all staff towards the rules and regulations, quality management and implications of not conforming to it.
- Issue Unique Identification Number/Identity Cards to all staff.
- Obtain police verification records of all staff.
- Meet the children from time to time on daily basis to know and solve their problems. Ensure that the boarders do not indulge in undesirable activities such as ragging, physical assault, damage to property, causing inconvenience to other inmates etc., and make them aware that non-compliance of any of the rules and regulation of the hostel may lead to punishment like expulsion from the programme (Take regular updates especially during morning/evening prayers).
- Engage Peer Leaders/Room Monitors
- Ensure an atmosphere in the hostel conducive to study as well as development of extra-curricular activities of boarders.
- Must act as a role model for the boarders and endeavor to inculcate high moral values among them.
- In case of any untoward incident /case of sexual abuse/ teenage pregnancy or any other related matter s/he should act promptly and adopt protocols/mechanisms shared by Department and share information/report within the specified timeline.

- Give permission to the Guests (parents of the boarders/inspecting officials) to reside in the hostel on the request of the boarders/authorities on case to case basis. (Guest room should be located separately from the living area of the boarders and guests should not have any access to the living area without a guide)
- Address grievances of parents in accordance with the Rules and regulations of the hostel.
- Cooperate with monitoring officials who are authorized to make monitoring/surprise visits
- Display school wise student/boarder information at office, menu chart in dining area and important phone numbers at important places from where it can be accessed by all.
- Place a complaint box and institute a mechanism to redress grievance in an efficient manner.
- Ensure proper functioning of Hotline Phone/CCTVs wherever installed and adhere to SOPs.
- Attend different meetings and capacity building programs organized by the Department/SCSTRTI for effective and efficient management of the hostel.

**b) Matron:**

The role of a Lady Matron in a hostel where small children from class-I onwards are staying is of much importance. She will act as a foster mother for these children and assist Warden and assistant warden in day to day functioning of the hostel

- She will stay in the hostel amongst girl boarders and will sleep with them at night.
- Ensure cleanliness of dormitory, toilet, bathroom, surroundings taking the aid of L/CCAs.
- Check entry of any unauthorized person, particularly men.
- Liaison with ailing girls and ANM. If need arises inform Warden for action.
- Provide personal nursing
- Ensure that boarders don't remain in hostel during school hours and shall attend to girls who are sick/return to hostel.
- Hostel rooms should be locked during school time
- Maintain a first aid kit for emergency purposes.
- Will accompany sick boarders to hospital.
- Ensure regular consumption of Iron Folic Acid and de-worming tablet intake among hostel boarders.
- Ensure regular health screening of the boarders and maintain the health card of each boarder with the help of ANM.
- During night after closure of the day's business monitor the presence of each of the boarders by making personal round of the hostel rooms.
- She will keep the keys of the hostel with her.
- Keep a record of the absentee boarders.
- She will periodically check the furniture, cots, lights, water points, bathing spots, kitchen rooms, damaged electrical wiring, roof leakage etc. and bring to the notice of the warden if there is anything wrong.
- Immediately report if there is sudden behavioral changes of girls especially if one is

upset emotionally/subjected to depression.

- Supervise student's arrival and departure.
- Ensure proper storage of necessary items/assets
- Ensure privacy of the girls' students.
- Ensure adolescent boarders use incinerators/ or properly dispose sanitary napkins.
- Ensure locking of the hostel gate by CCA at night and keep proper vigil over boarders (surprise checks)
- Ensure proper upkeep of Hotline Phone,CCTV, RO/Aqua guard,TV, and other assets and items installed/provided in hostels.

**c) Lady/Cook-cum- Attendant: (L/CCA) or House Mother**

One L/CCA should be appointed for every 30 boarders in the hostel. They should be preferably ladies (LCCA) as besides cooking and cleaning each one of them will take up the job of a house mother. *She shall perform the following duties.*

- Receive ration (Grocery and Vegetables) for cooking on daily basis from the warden.
- Cook food as per menu on time.
- Clean the area in and around kitchen, dining area dormitory, toilet, bathroom, corridor and hostel campus.
- Serve adequate food to boarders and ensure that they clean their hands before taking food and use perfectly cleaned plates/trays
- Serve the food on time to boarders
- Leftover food is not to be kept in kitchen or hostel premises and served to the students again. She should bury the waste food at distance away from the cooking and living area. Wastes like vegetable peels, rice starch etc. can be used to make bio-fertilizer for kitchen garden.
- Maintain a kitchen garden and water them regularly.
- Wash the utensils used for cooking properly before next use.
- Maintain personal hygiene (fingernails regularly trimmed/hair combed and properly tied/Must not chew tobacco, betel, khaini etc.) during preparatory work, cooking and serving. Should use apron, cap and mask while cooking and serving.
- Clean the dresses bed sheets, pillow covers of the boarders once in a week.
- Ensure boarders don't remain in hostel during school hours and attend to boarders who are sick/return to hostel.
- Liaison with ailing boarders and ANM. If need arises inform warden/Matron for action. Provide personal nursing. Accompany sick boarders to hospital.
- Assist the Matron in locking the rooms of the boarders during school time.

- Bring to the notice of Matron if there is anything wrong with the furniture, cots, lights, water points, bathing spots, kitchen rooms, electrical wiring, roof etc. and supervise student's arrival and departure and maintain in and out register.
- Have close watch over persons coming and going out of the hostel. Should neither allow any unauthorized person to enter the hostel nor entertain any outsider to the campus.
- Facilitate boarders to meet their parents/guardians only on the days specified by the Warden only with the written permission of the warden or matron.
- Should take special effort to see that boarders don't use mobile phones, gutka, pan masala or things of the like in the hostel campus,
- Immediately report to the matron or warden if sudden behavioral change is noticed in any of the girls especially if one is upset emotionally or subjected to depression.
- Ensure privacy of the girls students.
- Ensure proper upkeep of Hotline Phone, CCTV, RO/Aqua guard, TV, washing machine and other assets and items installed in hostels.
- Ensure that dogs, cows, kittens do not enter the campus.
- In shifts one has to be at the main gate and maintain the gate book.
- Stay in the hostel and sleep with the boarders at night.

Young children in the age group of 6-7 from remote tribal areas of the state are admitted in Class-I under the programme. They neither have any preschool education nor any training on school preparedness. The environment to which they are put is completely different from their own and for the first time they are staying away from their parents. Therefore, it becomes imperative to take special care of these newly admitted young children until they get accustomed to the new environment. Accordingly, it has been decided to entrust the role of a mother to each LCCAs and they may be known as 'House Mothers' along with their designation as LCCA. They will take care of such young children as that of a mother in the hostel. Under the care of one House Mother there shall be either 25 boarders of Class-I or 30 boarders of Class-II or 35 boarders if it comprises both class-I & II. She will have the following responsibilities in addition to the duties as LCCA. However, she may be spared from cooking responsibilities.

- She will take utmost care of the boarders assigned to her like a mother.
- She will be accountable for the health & hygiene and safety of the boarders under her care.
- She will prepare the boarders, under her care, for the school. She should ensure that they are perfectly clean, well fed and well dressed. Their school bags are made/kept ready and contain Tiffin box with adequate food, water bottle, all necessary books and study materials for the day

- They also see off the children while going to school in the vehicle and also receive them when they come back from school at the gate.

**d) Tutor:**

Tutor shall be in charge of 50 boarders preferably of one school and one class. S/he shall be responsible for their curricular and extra-curricular development. Lady tutors should be appointed for girls' hostels.

She shall-

- Help children complete home assignments during the after school hours.
- Revise the lessons taught in the school.
- Check the school diary of students on daily basis and respond as required
- Be in constant touch with the school teacher(s) and parents.
- Attend parent-teacher meetings of the school.
- Maintain a register to record the curricular progress (marks secured in school examinations) and extra-curricular achievements of each student under her/his charge.
- Record in a diary the details of contact s/he has made with teachers and parents.
- Attend capacity building programs organized by the Department/SCSTRTI for effective coaching of boarders.

**2.1 Peer Leader/Room Monitor:**

To instill leadership attitude in the boarders, warden should select peer leaders from among senior boarders (Class-III and above) in each room on rotational basis to act as room monitor. The room monitor shall have the following duties besides her/his own routine:

- Take care of others more specifically younger children in the room and bring to the notice of the House Mother/Matron any difficulty the boarder is experiencing and if something wrong is noticed.
- Ensure discipline among inmates of the room and make them aware of the rules and regulation of the hostel. Lead the inmates to the prayer class and see that instructions of the warden are implemented properly.
- See that all inmates keep their belongings in proper place and keep the room neat and clean. (On weekly basis the best room should be acknowledged in Sunday evening prayer by the warden and the room monitor along with all the inmates of the room be applauded by all in public.)

**3. Selection Procedure(Warden,Matron, Tutor, CCA):**

**a. Warden**

**1) Eligibility Criteria:**

Candidate will be eligible to apply for the post Warden provided they meet the following criteria:

- a) Citizen of India
- b) 40 years old and less than 50 years old

- c) Minimum Education Qualification – Graduate level degree
- d) Should have Computer Knowledge
- e) Preference will be given to a local person belonging to ST/SC Category
- f) Women from ST/SC community will be given preference
- g) Should be medically fit and free from any contagious diseases
- h) Not involved in any act of crime
- i) Has knowledge/experience of Managing Hostel

**2) Age Limit :**

The age should not be less than 40 years and more than 50 years. The Service of Warden will be terminated on attaining the age of 65 years or found unfit for health or disability reasons or long absent without information.

**3) Remuneration:**

As per the decision taken by SSD department from time to time

**4) Terms of Engagement:**

- a) The position is purely contractual and engagement will be done on contractual basis and can be terminated anytime giving one months' notice.
- b) The candidate shall work under the direct supervision of DWO of that District.
- c) Continuous absence in hostel and for any act of misbehavior or lapse in the work will lead to the termination from his/her engagement.
- d) The Warden should be fit and free from any contagious disease. If a person found medically unfit or suffering from any contagious disease subsequently then her engagement will be cancelled and terminated.
- e) At the time of joining the selected candidate have to submit the following documents-
  - Two passport size photographs duly self attested
  - Self Attested copy of certificate
  - Self Attested copy of Voter identity Card/Adhar Card
  - Self Attested copy of 1<sup>st</sup> page of Bank Pass Book.
  - Candidates should provide present address, valid mobile number and email id at the time of applying for the post.
- **In the interview, marks shall be awarded to the candidate out of 25 marks. The distribution of marks shall be as under:**

Sl. No	Indicator	
I	Candidates belonging to low income group family	03
II	Widow, or women deserted by the husband or otherwise destitute/single/unmarried(Not appropriate for small children staying without mother and family)	03
III	Candidates belonging to SC/ST/OBC / minority category	02

IV	Candidates who are from families without any member in Government service	02
V	Permanent resident of village in respect of Gram Panchayat / ward in respect of local bodies	02
VI	5yrs Experience in similar field	03
VII	Interaction with the candidate by the shortlisted candidate by a committee under the Chairmanship of the DWO	10
<b>Total</b>		<b>25</b>

- *The applicant shall have to produce the medical fitness certificate from the concerned Govt. Medical Authorities. The medical fitness certificate should specifically mention that the person is free from any contagious disease.*

**5) Mode of appointment:**

Candidates shall be selected through a service provider by District Welfare Officer following due procedure. Thereafter, the DWOs will engage the candidates after checking suitability and following due procedures transparently.

**b. Matron**

**1) Eligibility Criteria:**

Candidate will be eligible to apply for the post Matron provided they meet the following criteria:

- j) Citizen of India
- k) 35 years old and less than 50 years old
- l) Should be a female
- m) 12<sup>th</sup> Class Pass
- n) Preference will be given to a local person belonging to ST/SC Category
- o) Destitute women from ST/SC community will be given preference
- p) Poor Divorcee/ unwanted mother having no means of livelihood or support from family will also be given preference
- q) Should be medically fit and free from any contagious diseases
- r) Not involved in any act of crime
- s) Has knowledge/experience of handling children.

**2) Age Limit :**

The age should not be less than 35 years and more than 50 years. The Service of Matron will be terminated on attaining the age of 60 years or found unfit for health or disability reasons or long absent without information.

**3) Remuneration:**

As per the decision taken by SSD department.

**4) Terms of Engagement:**

- f) The position is purely contractual and engagement will be done on contractual basis and can be terminated anytime giving one months' notice.
  - g) The candidate shall work under the direct supervision of the hostel warden as per the terms of reference.
  - h) Continuous absence in hostel and for any act of misbehavior or lapse in the work will lead to the termination from his engagement.
  - i) The Matron should be medically fit and free from any contagious disease. If a person found medically unfit or suffering from any contagious disease subsequently then her engagement will be cancelled and terminated.
  - j) At the time of joining the selected candidate have to submit the following documents-
    - Two passport size photographs duly self attested
    - Self Attested copy of certificate
    - Self Attested copy of Voter identity Card/Adhar Card
    - Self Attested copy of 1<sup>st</sup> page of Bank Pass Book.
    - Candidates should provide present address, valid mobile number and email id at the time of applying for the post.
- **In the Interview, the marks shall be awarded to the candidate out of 25 marks. The distribution of marks shall be as under:**

<b>Sl. No</b>	<b>Indicator</b>	
I	Candidates belonging to low income group family	03
II	Widow, or women deserted by the husband or otherwise destitute/single/unmarried (Not for small children staying without mother & family)	03
III	Candidates belonging to SC/ST/OBC / minority category	02
IV	Candidates who are from families without any member in Government service	02
V	Permanent resident of village in respect of Gram Panchayat / ward in respect of local bodies	02
VI	2yrs Experience in similar field	03
VII	Interaction with the candidate by the shortlisted candidate by a committee under the Chairmanship of the DWO	10
<b>Total</b>		<b>25</b>

- *The applicant shall have to produce the medical fitness certificate from the concerned Govt. Medical Authorities. The medial fitness certificate should specifically mention that the person is free from any contagious disease.*

**5) Mode of appointment:**

Candidates shall be selected through a service provider selected by District Welfare Officer following due procedure. Thereafter, the DWOs will engage the candidates after checking suitability and following due procedures transparently.

**c. Tutor**

**1) Eligibility Criteria:**

- a) Citizen of India
- b) Age should be 30-45 years
- c) Preference will be given to a local person belonging to ST/SC Category
- d) B.A/B.Sc/B.Com ( Trained graduates shall be given preference)
- e) Lady tutors shall be appointed for Girls
- f) S/he should possess enough patience and ability to deal with small children.
- g) S/he must have inspiring personality to evoke interest in students towards studies and other activities.
- h) S/he should have knowledge/experience of teaching children in English Medium
- i) Preference will be given to candidates having experience of teaching the Nursery and Primary Class Students in English medium

**2) Age Limit:**

The age should not be less than 30 years and more than 45 years. The Service of Tutor will be terminated on attaining the age of 60 years or found unfit for health or disability reasons or long absent without information.

**3) Remuneration:**

Rs. 8000/- per month.

**4) Terms of Engagement:**

- i) The position is purely contractual and services can be terminated anytime giving one months' notice.
- ii) The candidate shall work under the direct supervision of the hostel Warden as per the terms of reference.

At the time of joining the selected candidate have to submit the following documents-

- Two passport size photographs duly self attested
- Self Attested copy of all certificate including experience certificate
- Self Attested copy of Voter identity Card/Adhar Card
- Self Attested copy of 1st page of Bank Pass Book.
- Candidates should provide present address, valid mobile number and email id at the time of applying for the post.

- **In the Interview, interview panel its composition the marks shall be awarded to the candidate out of 25 marks. The distribution of marks shall be as under:**

<b>Sl. No</b>	<b>Indicator</b>	
I	Candidates belonging to low income group family	03
II	Widow, or women deserted by the husband or otherwise destitute/single/unmarried(Not for small children staying without family)	03
III	Candidates belonging to SC/ST/OBC / minority category	02
IV	Candidates who are from families without any member in Government service	02
V	Permanent resident of village in respect of Gram Panchayat / ward in respect of local bodies	02
VI	Teaching experience of 2-5 years	03
VII	Interaction with the candidate by the shortlisted candidate by a committee under the Chairmanship of the DWO	10
<b>Total</b>		<b>25</b>

- *The applicant shall have to produce the medical fitness certificate from the concerned Govt. Medical Authorities. The medical fitness certificate should specifically mention that the person is free from any contagious disease.*

**5) Mode of appointment:**

Candidates shall be selected through a service provider selected by District Welfare Officer following due procedure. Thereafter, the DWOs will engage the candidates after checking suitability and following due procedures transparently.

**d. CCA/LCCA**

**1) Eligibility Criteria:**

Candidate will be eligible to apply for the post LCCA provided they meet the following criteria:

- Citizen of India
- 18 years old and less than 50 years old
- Should be a female
- 8th Class Pass
- Preference will be given to a local person belonging to ST/SC Category
- Women from ST/SC community will be given preference
- Poor Divorcee/ unwanted mother having no means of livelihood or support from family will also be given preference(Not for small children staying without mother & family)
- Should be medically fit and free from any contagious diseases
- Not involved in any act of crime
- Has knowledge/experience of cooking for the children.

2) **Age Limit :**

The age should not be less than 18 years and more than 50 years. The Service of Cook-cum-Assistant will be terminated on attaining the age of 60 years or found unfit for health or disability reasons or long absent without information.

3) **Remuneration:**

As per the decision taken by SSD department from time to time

4) **Terms of Engagement:**

- a) The position is purely contractual and engagement will be done on contractual basis and can be terminated anytime giving one months' notice.
  - b) The candidate shall work under the direct supervision of the hostel superintendent as per the terms of reference.
  - c) Continuous absence in hostel and for any act of misbehavior or lapse in the work will lead to the termination from his engagement.
  - d) The LCCA should be medically fit and free from any contagious disease. If a person found medically unfit or suffering from any contagious disease subsequently then her engagement will be cancelled and terminated.
  - e) At the time of joining the selected candidate have to submit the following documents-
    - Two passport size photographs dulyself attested
    - Self Attested copy of certificate
    - Self Attested copy of Voter identity Card/Adhar Card
    - Self Attested copy of 1st page of Bank Pass Book.
    - Candidates should provide present address, valid mobile number and email id at the time of applying for the post.
- **In the Interview, interview panel with composition the marks shall be awarded to the candidate out of 15 marks. The distribution of marks shall be as under:**

<b>Sl. No</b>	<b>Indicator</b>	
I	Candidates belonging to low income group family	03
II	Widow, or women deserted by the husband or otherwise destitute/single/unmarried(Not for small children staying without family)	03
III	Candidates belonging to SC/ST/OBC / minority category	02
IV	Candidates who are from families without any member in Government service	02
V	Permanent resident of village in respect of Gram Panchayat / ward in respect of local bodies	02
VI	Cooking experience and expertise of supporting children	03
<b>Total</b>		<b>15</b>

- *The applicant shall have to produce the medical fitness certificate from the concerned Govt. Medical Authorities. The medical fitness certificate should specifically mention that the person is free from any contagious disease.*

**5) Mode of appointment:**

Candidates shall be selected through a service provider selected by District Welfare Officer following due procedure. Thereafter, the DWOs will engage the candidates after checking suitability and following due procedures transparently.

**4) MESS MANAGEMENT**

It is the sole responsibility of the hostel warden to provide adequate, safe, healthy and nutritious food to the boarders. Though s/he may fix accountability on different functionaries to ensure compliance, any violation/negligence found in adherence to the guidelines for mess management mentioned below would attract disciplinary action on him.

**a) Procurement of Ration/Food items**

- Lifting of subsidized rice should be done on monthly basis. Fair Average Quality of rice and quantity as per indent should be ensured.
- Grocery items like Dal, Soya, Iodized Salt, Edible Oil etc. and Condiments like Haldi, Jeera, Phootan etc. should be purchased locally for a maximum period of one month at a time. These should be of proper quality in sealed packets with Agmark or endorsed by the Food Safety and Standards Authority of India (Fssai).
- Vegetables and egg should be procured on the day or a day before consumption.
- Meat/Chicken should be procured on the day of consumption only.

**b) Storage**

- Rice should be stocked in a clean and dry place on a raised platform/rack to avoid dampening.
- The monthly supply of other food items should be stored preferably in clean air tight containers and kept at a considerable height.
- The storage area should be perfectly cleaned and free from rats, rodents, pests, spider webs, cockroaches etc.
- No medicines/toxic chemicals/poison/disinfectants shall be kept within kitchen and storage area of food items.
- There should be periodic quality Check of food items like 'smell test', granularity colour etc. to prevent any damage by pests.

**c) Supply of Ration and pre-cooking safety arrangement**

- Daily supply of ration to CCA should be done in presence of Food Minister (Boarder Representative) who should authenticate the issue on the Consumption Register.
- It should be ensured that no rotten/pest infested food item is supplied for cooking.
- Earlier stocks should be exhausted before the fresh stocks are put to use.
- The water used in kitchen shall be of drinking water quality.

- v) Before cooking, all the food items should be cleaned/washed properly by the CCA for removal of any unhygienic/foreign materials.
- vi) Vessels/Cooking utensils should be washed properly before cooking.
- d) Kitchen/Cooking place**
  - i) The kitchen area should be a permanent structure with provision of proper ventilation, lighting, adequate space for movement and proper locking system.
  - ii) Ceiling and walls should be periodically cleaned to avoid any flaking paint/ plaster or spider webs. Floor should be washed daily.
  - iii) The surrounding area of the kitchen should have a hygienic environment.
  - iv) No spraying of insecticides/pesticides/floor cleaners while cooking is going on.
- e) Personal hygiene of CCA during food preparation and serving**
  - i) CCA should maintain his/her personal hygiene like trimmed nails, wearing clean dress and keeping hands properly cleaned, keeping hairs combed and properly tied etc.
  - ii) CCA having contagious/infectious disease/open wound should not be engaged until s/he recovers.
  - iii) CCA must not chew tobacco/betel/khaini etc.
- f) Safety during cooking**
  - i) Cooking area should be perfectly clean. CCAs should keep their hands clean. Cooking utensils and materials should be properly cleaned before their use.
  - ii) Utensils with covers should be used for cooking. As far as practicable cooking should be done with the lids on and food should be kept covered after cooking.
  - iii) Food should be appropriately cooked to get rid of germs and for easy digestion.
  - iv) It should be ensured that no small children/boarders or any outsider (not on monitoring duty) enters the cooking area.
- g) Safety during serving**
  - i) Before dining time the dining area should be properly cleaned and dried
  - ii) The CCA shall taste the food first in presence of hostel warden at least 30 minutes prior to serving the children.
  - iii) The food must be served within one hour of cooking.
  - iv) The person serving food must have cleaned hands.
  - v) Touching the food in bare hands should be avoided. Clean spoons with long handles should be used for serving food.
  - vi) It should be ensured that boarders clean their hands before taking food.
  - vii) Adequate food should be served to boarders on clean dishes/plates.
  - viii) To avoid any accident boarders shall be seated in the dining area and food shall be served in their plate instead of asking them to stand in a queue to receive food.
- h) Food waste disposal**
  - i) Under no circumstances leftover food shall be kept in the kitchen or hostel premises and served to the boarders again.
  - ii) Food disposal (both excess and wastage by the children) should be done properly as not to attract rodents, dogs or flies. It is advised that waste food items, vegetable peels,

rice starch etc., should be buried at a distance place from the cooking area to make bio-fertilizers for use in the kitchen garden. Fertilizer preparation should be done securely.

**i) Display of Food menu**

The weekly menu chart (as prescribed by the Department) reflecting menu for breakfast, Tiffin, lunch and dinner should be printed on a flex and displayed at a conspicuous location.

**j) Record keeping**

i) The Mess Attendance Register for Boarders, Mess Cash Book and Mess Stock Issue Register (as prescribed by the Department) should be maintained on a regular and up-to-date basis associating the Food Minister/Boarder Representative.

ii) At the end of the month, a calculation shall be made regarding per meal cost and put up in the notice board for the knowledge of all boarders. Savings out of monthly stipend money, if any, should be deposited in the Revolving Fund Account with proper record keeping.

**k) Internal feedback & Grievance redressal mechanism**

i) The Food Minister/Members of Food Ministry shall take feedback from the boarders on the quality and quantity of food served and any other issue related to mess management and shall place grievances, if any, before the hostel warden.

ii) A complaint/suggestion box should be placed inside the hostel premises enabling the boarders to freely express their views and suggestions on the different aspects of hostel management, including mess management.

iii) The complaint box should be opened twice a week in presence of hostel cabinet members and hostel warden. Suitable action should be taken by the warden concerning the suggestions/complains.

iv) A separate register shall be maintained by the hostel warden recording the suggestions/complains and action taken by him in this regard.

**5) Safety and Security**

Though it is the responsibility of the hostel warden to ensure safety and security of the boarders, alertness of all the staff working in the hostel is an essential requirement. Following guidelines are prescribed to achieve this objective.

**a) Code of conduct and duties of staff**

- All employees/staff should respect the dignity and privacy of the student.
- Employees should be courteous and polite towards students.
- All staff should be imparted continuous orientation on prevention, identification and reporting of child sexual abuse /violence.
- All should remain vigilant and immediately convey their apprehension/knowledge of sexual abuse of any boarder to the appropriate authority.

- There shall be Zero Tolerance Policy for any sexual offences against boarder by the staff of the hostel and any such act shall be dealt promptly and in the most stringent manner.
- No boarder should be asked to go to any staff quarters/resident located in hostel premises for any reason whatsoever.
- No male staff shall enter the premises of the hostel where girls are staying.
- No male member including the husband of the Lady asst. warden or LCCA shall be allowed to stay in the girls' hostel campus.

**b) Code of conduct for boarders**

- No boarders shall maintain any socially undesirable relationship with any staff of the hostel.
- Every boarder must respect dignity and maintain an attitude of respect and friendship towards his or her fellow boarders.
- No boarder shall keep any intoxicant, such as pan masala, khaini, alcohol or cigarettes etc., within the hostel premises.
- No male boarder shall enter a girls' hostel and vice versa.
- All boarders must maintain an attitude of concern for the welfare of other students. Any Information regarding the illness of a fellow student must be reported to the Hostel Warden/Matron/CCA
- Any student experiencing sexual abuse, exploitation or ill treatment Shall immediately report the matter to the Hostel Warden/Lady asst. warden or write a complaint and drop it in the compliant box
- Any boarder having information of sexual abuse occurring to fellow boarder(s) shall immediately report such incidents to the Hostel Warden/Lady asst. warden or write a complaint and drop it in the compliant box.
- Boarders should seek permission through leave application when they want to leave hostel. They should be accompanied by their parent/guardian when they leave.
- No girl student shall be allowed to leave the premises of the School unless accompanied by an adult female/parent.

**c) Creation of a Safe Environment**

- Hostel Rooms, Dining Rooms furniture's. Toilets must be safe, suitable and attractive for small children of 5-16 age group.
- Every boarder has the right to share and discuss any concern that s/he may have regarding their safety and security with the Warden/Assistant Hostel Warden/ Matron. The concerned staff members shall ensure that they are easily accessible to the students.
- Adequate and age-appropriate information shall be provided to students to recognize a "good touch and bad touch" and be encouraged to report any apprehension they may have regarding any unwanted advances from any quarter.

- Boarders shall be empowered with life skills to handle cases of abuse and harassment effectively. Knowledge on 'Adolescent Sexual and Reproductive Health' would help them in handling challenges of growing up. So regular Life Skill sessions should be arranged for them and proceedings of such sessions should be recorded in a register which should be countersigned by the WEO during his/her visit.
- Every boarder who reports any incident of sexual abuse should be assured that his/her identity shall be kept confidential.
- A group of ten students representing each class having leadership qualities shall be identified by the Warden/Lady (Assistant) Warden/Matron and oriented to become Peer Leaders, so that they can also help in identifying and reporting incidents of sexual abuse.
- Bi-annual competitions such as debates, elocution, painting and others shall be conducted in the hostel in order to create awareness on matters of sexual abuse, exploitation, Harassment and enabling Life Skills.
- Parents/ guardians of the students must also be encouraged to raise any concerns that they may have when they meet the warden.
- Warden, Assistant Hostel Warden, Matrons and Cook-cum-Attendants engaged at girl's hostels shall compulsorily be women and shall stay in the hostel campus.
- Lady Tutors only should be engaged in girls' hostels.
- The hostel warden shall conduct a criminal history assessment of all employees of the hostel with the help of local police station.
- Adequate lighting facility shall be ensured to enable students to move safely within the school and hostel premises. It shall be the duty of the Wardens/Assistant Hostel Warden/Matron to ensure that all doors and other entrances to hostels are properly closed/locked up and secured at night.
- Areas not used for teaching or recreational purposes shall be secured to prevent Children from being isolated (e.g., store rooms, unused rooms, buildings under construction).
- Adequate and separate toilet and bathroom facilities must be provided for boys and girls.
- A complaint box shall be placed within each hostel premises. The complaint box should have a double lock system wherein one key shall be with the Lady Assistant Warden/Matron and the other with the warden of the hostel. The complaint box shall be opened on every Monday by the Warden in the presence of at least one parent and the findings shall be recorded in a complaint register.
- No student shall be left alone in the hostel while s/he is ill; adequate supervision must be maintained by the Warden/lady (Assistant) Warden/Matron or ANMs in respect of such children.
- No male person including maintenance or cleaning staff, construction workers should be allowed to enter the girls' hostel. In case of any urgent work, such as maintenance

or repair work should be done under the supervision of the Lady (Assistant) Warden /Matron. It should be ensured that no girl student is left alone and unsupervised in the hostel while such work is undertaken.

- No guests shall be allowed to stay overnight in girls' hostel premises.
- Unauthorized people should not be allowed to enter the hostel premises.
- Inspecting official shall not enter the premises of the hostel where girls are staying unless accompanied by the Lady (asst.) warden/Matron.
- All students must be escorted during travel for school outings. Where girls are present in such groups, a lady shall accompany them. The escorting lady must travel along with the girls in the same vehicle.
- Permission must be obtained from each child's parents / guardian for the child to participate in certain activities, such as field trips, late-night activities, and overnight trips if any.
- Maintenance of In&Out register at the hostel gate to record the name of the visitor, contact details, purpose of the visit and time of entry and exit.
- Boarders should meet their parents in the Visitors' Room. Visitor/parent should not be allowed into the hostel room.
- There should be a separate boundary wall enclosing the girls hostel.
- CCTVs should be installed in the hostel giving due care to the privacy of the boarders.
- Important telephone/mobile numbers should be displayed conspicuously on the walls in the hostel premises.

**d) Building & Fire Safety**

- The Warden should try to coordinate with the district administration to certify that the building in which the boarders are residing are safe and in good condition.
- All hostels should have provision for emergency doors/exits.
- Each hostel should have an evacuation plan. Staff and boarders should be oriented on safety plan and dos and don'ts during emergency.
- Fire alarms/ extinguishers should be installed in corridors, Kitchen and all identified risk areas and they should be in working condition.
- All staff and boarders should be oriented on the use of Fire extinguishers.
- Safety Drill for both boarders & Hostel staff should be conducted annually.

**e) Response and Reporting**

Section 21 (I) of the POCSO Act 2012 Provides for mandatory reporting of child sexual abuse to law enforcements authorities, and applies to everyone including parents, doctors and school/institution personnel. This casts a legal duty upon a person who has knowledge that a child has been sexually abused to report the Offence, failing which he/she may be punished with six months' imprisonment and/or fine. Therefore, hostel warden should take the following steps immediately within 24 hours of the abuse being noticed if such instances arise.

- Isolate the alleged abuser from all boarders in the hostel
- Take care of the Physical, Emotional, Psychological Health & wellbeing of the victim students
- The warden shall file a First Information Report (FIR) with the nearest police station
- Intimate the parents/guardians of the boarder
- Intimate the Child Welfare Committee and the District Child Protection officer
- The assistant warden / matron/ANM should immediately rush to the hostel and attend the boarder for counselling. The boarder should be kept under observation.
- Provide immediate medical facilities to the boarder from a registered medical facility/practitioner
- If a student or a parent/guardian/relative/custodian makes a complaint against an employee of the hostel, the Warden must take it seriously and take the action immediately. A record of the concerns must be made including a note of witnesses.
- In case the Warden is allegedly involved, the person reporting the offence shall immediately contact the DWO/WEO.

#### **4. ADMINISTRATIVE ARRANGEMENT FOR MONITORING AND EVALUATION ANWESHA CONCURRENT, MONITORING AND EVALUATION CELL**

Anwasha Concurrent Monitoring and Evaluation (ACME) Cell was established during 2019 in SCSTRTI to facilitate as an independent monitoring and evaluation body and support the Department in effective implementation of the scheme. The basic objective of ACME to undertake evaluation and outcome studies and suggest remedial measures to ensure the deliverables under the scheme in a more effective manner.

##### **Objectives of ACME Cell:**

- To maintain all relevant Data Base.
- To identify grey areas, suggest measures and oversee its implementation on a continuous basis.
- To sensitise the monitoring officials, school & hostel functionaries to maintain best possible standards of services in the institutions covered under this scheme
- To ensure timely provisioning of amenities, school uniforms, text books and writing materials etc. to the boarder students.
- To ensure proper accommodation, food, nutrition, health, cleanliness & sanitation, security, transportation etc. to the boarder students enrolled in the scheme
- To ensure a conducive atmosphere in the hostel for studies, handholding support for completion of home work and development of personality of the boarder students
- To map the learning outcomes of the students enrolled under ANWESHA Scheme vis-a-vis the Non- ANWESHA general Students.

## **Organizational structure of ACME Cell**

At the central level there is a state office with one State Coordinator, one Programmer, Technical Expert (MIS), Asst. programmer and two data entry operators. The operational area comprising of 17 districts is divided into four zones with one zone Coordinator for each zone. The four zones comprise of the following districts and the zone Coordinator functions from the DWO office of a centrally located district as reflected in Table 3.1

### **Zones and Zone Coordinator's office**

<b>Districts in the Zone</b>	<b>Zone co-ordinator's office</b>
Baragarh, Bolangir, Sambalpur & Sundergarh	DWO office Sambalpur
Mayurbhanj, Keonjhar, Angul & Deogarh	DWO office Mayurbhanj
Koraput, Nawarangpur, Malkangiri & Rayagda	DWO office Koraput
Nuapada, Kalahandi, Kandamal, Ganjam & Gajapati	DWO office Kalahandi

## **Roles and Responsibilities**

### **State Co-ordinator:**

- Overall co-ordination of Anwasha Programme.
- Preparation of Annual budget.
- Development of guidelines, monitoring parameters and reporting formats.
- Guide and Supervise Zone Co-ordinators.
- Guide the programmer.
- Planning for Capacity building training for all ANWESHA stakeholders.
- Manage and modify the programme as per requirement of the project.
- Drafting of project report based upon findings by the Monitoring team.
- Visit hostels/schools under the programme.
- Any other work assigned by the Director, SCSTRTI & Special Secretary to Government relevant to the programme.

### **Programmer:**

- Assist State Co-ordinator in achieving the objectives of the ACME Cell.
- Develop programmes for data entry, processing, multivariate analysis, data base management, retrieving and report generation. Maintain the data base, prepare the web-based format for online data transmission.
- Prepare a dash board monitoring system for monitoring school wise, hostel wise information relating to academic performance, accommodation, mess facility, wellbeing, safety & security etc. of boarders/students.

- Prepare individual data base of all boarders/ students.
- Should have constant touch with all zone coordinators, ensure and help them in information generation, documentation and timely updating of information through web site.
- Any other relevant work assigned by the State Coordinator and SSD Department.

### **Zone Co-Ordinator:**

- Support the state team in achieving the objective of ACME Cell.
- Monitor, supervise and visit the Anwasha schools/ hostels under his/her jurisdiction, properly analyze & collate the information in the shape of a report following the format to be developed by the Programmer and submit the same on time.
- Remain in constant touch with District Collectors of assigned Districts, DWOs, WEOs, CI/DI of schools, school/hostel functionaries, Partner NGOs and Anwasha students.
- Generate and analyze different information, organize data for reporting & retrieval and bringing out discrepancies if any.
- Timely furnishing of relevant information, generated by him/her or required by State coordinator. Provide monthly progress of their work on or before 30<sup>th</sup> of every month and provide a quarterly report of their work on 25<sup>th</sup> of June, September, December and March to the ACME Cell every FY. Attained and accomplish the urgent work as and when assigned by the SSD Department, Director SCSTRTI and concerned DWOs.
- Attend as and when required meetings/workshops organized by the Department/ACME Cell and DWOs
- Prepare and submit all activity reports through the concerned DWOs within the Zone
- Should create District wise Whatsapp groups including all hostels wardens, School principals, partner NGO official, WEOs and DWOs for smooth operation of the programme.
- Zone coordinators are required to appraise/Report their work progress to State Coordinator/Programmer, ACME between 3.30 -5.00pm on each working day for Smooth functioning of ACME Cell.

### **Technical Expert, MIS (ACME cell)**

*TE, MIS should perform following duties:*

1. He/she should assist State Coordinator in achieving the objectives of the Acme Cell.
2. Develop programs for data entry, processing, multivariate analysis, data base management, retrieving and report generation. Maintain the data base; prepare the web based format for online data transmission.

3. Manage and modify the programme as per requirement of the project
4. Prepare a dash board monitoring system for monitoring school wise, hostel wise information relating to academic performance, staying comfort, mess facility, wellbeing, security etc. of boarders/students.
5. Prepare individual data base of all boarders/students.
6. Should have constant touch with all Zone Coordinators, ensure and help them in information generation, documentation and timely updating of information through web site.
7. Any other relevant work assigned by the Department head /State Coordinator

### **Data Entry Operator (ACME cell)**

*Data Entry Operator should perform following duties :*

- 1) Prepares, compiles, and sorts documents for data entry.
- 2) Verifies and logs receipt of data.
- 3) Transcribes source data into the required electronic format.
- 4) Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- 5) Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- 6) Verifies integrity of data by comparing it to source documents.
- 7) Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- 8) Maintains a filing system and protects confidential customer information.
- 9) Performs regular backups to ensure data preservation.
- 10) Responds to requests to retrieve data from the database or electronic filing.
- 11) Any other relevant work assigned by the Department head /State co-ordinator/MIS

## **5. STANDARD OPERATING PROCEDURE FOR PARTNER ENGLISH MEDIUM SCHOOLS**

Urban Education Programme “ANWESHA” is a unique Educational intervention of Govt. of Odisha to tap and nurture the hidden talents from the backward ST and SC communities of the State. It is an effort to provide quality education in reputed English Medium Schools located in urban centers to the deserving SC&ST students of the state. ANWESHA Scheme was initiated and made operational in the year 2015-16 and after careful observation and evaluation Govt. has been pleased to accord its approval for continuation of the scheme for a further period of 5 years i.e., from 2020-21 to 2024-25 .

The scheme has been made operational from 2015-16 and is being implemented in 17 districts (TSP areas) of the state such as Koraput, Malkangiri, Nabarangapur, Rayagada, Kalahandi, Ganjam, Gajapati, Kandhamal, Nuapada, Sambalpur, Bolangir, Baragarh, Sundergarh, Mayurbhanj, Keonjhar, Deogarh and Angul.

Under the Scheme deserving ST&SC children in the age group of 5-7 years are admitted in standard-1 in different recognized Private/Aided/Govt. English Medium Schools of repute affiliated to either ICSE/CBSE up to Class-XII, located in District headquarters/Urban areas and provide with educational facilities till their completion of standard XII. Schools under the scheme are selected and empanelled by the District level committee based on criteria such as recognition of the school, availability of infrastructure, qualified Teachers, PTR, Academic performance etc. The selected English medium schools will enter in to a MOU with the respective District Welfare Officers, specifying the roles and responsibilities of both the parties for admission of the ANWESHA students. The entire cost of the education of the selected students including Tuition fee, Uniform, Books and study Materials, Transportation cost and post school tutorials is borne by the Govt. ANWESHA is a fully residential program. State Govt. has created facilities for free accommodation and food for the students in hostels with provision of full time wardens and cook cum attendants.

**The basic objectives of the scheme are:-**

1. To provide opportunities to ST/SC children's from rural areas, PVTG groups, LWE affected, cut off and in assessable areas to get education in best of public schools and take benefit of quality education and facilities provided by public schools.
2. To enable shaping up of the selected students and expose them to a spirit of competitiveness and excellence.

The Department has proposed to sponsor the selected ST/SC students to the Schools to further broaden the ambit of the Scheme for coverage of disadvantaged ST/SC students whereby they receive quality education in reputed public schools located in urban centers of the districts. This will provide opportunity to ST/SC students from remote locations to study in the best of educational institutions in urban areas of the state.

The Success of the Scheme solely depends on the cooperation and good will of the staff, faculties and the management of the partner English medium schools.

The following SOP should be followed religiously to make the scheme a success:-

**1. Cordial and conducive environment in the classroom:**

Anwasha students are directly admitted into std.-I without any pre-primary education are put to compete with urban children. They do not have conscious and educated parents by their side to extend continuous handholding support. These children mostly hail from remote, inaccessible rural areas and know only their mother tongue. So it is apprehended that it may grow inferiority complex when not being able to face competition and due to language problem. Besides this, the students are staying away from their parents and siblings and need special care and attention. So it is imperative to provide these students a cordial and conducive environment both in the classrooms and the School.

2. **Number of ANWESHA students in class**

Under no circumstances, Anwasha students in a class can exceed 50% of the total student strength of the class. There should not be any distinction between Anwasha and Non- Anwasha students in a class or in a section of a particular class. Care should be taken by the school authorities for equal treatment for all students in a particular class. In no case, ANWESHA students should be accommodated in a separate section. This will be contradictory to the very purpose of the scheme. Rather ANWESHA students need more care and attention by the school authorities in general and the class teacher in particular.

3. **Timely Information about ANWESHA students:**

The School authorities are required to provide timely information relating to different activities of ANWESHA students admitted in the school in different classes. The information include distribution of books, study materials, uniforms, dropouts(for more than 30days),number of ANWESHA students vis-à-vis non-ANWESHA students in the classes etc.The information about the ANWESHA students during the month should be given officially to the district authorities by 1<sup>st</sup> week of the next month. The information shall be shared with the ANWESHA Zone Coordinators during their visit.

4. **Information regarding Curricular and extracurricular activities of ANWESHA students:**

Information regarding curricular activities of Anwasha students like the grey areas of students, the marks secured in the Unit test, half yearly and annual examinations etc to be officially communicated to the District authorities and shared with the Zone coordinators. Besides that, information regarding participation and excellence in different extracurricular activities like sports drawing , painting etc and positions secured by ANWESHA students in different events are to be officially communicated to the District authorities.

5. **Parent –Teacher meetings:**

The School shall hold parent-teacher meetings at regular intervals where parents of the ANWESHA students can interact with the concerned teachers regarding academic progress of their wards. The parents should be allowed to check the examination papers of their wards to have firsthand information of their academic performance.

6. **Meeting with ANWESHA Tutors:**

Tutors have been engaged in ANWESHA hostels to provide hand holding support to the boarders. Each Tutor is responsible for managing the homework and providing academic support to 50 ANWESHA students in the hostel. They shall visit each school and interact with the class teachers of their students to get a feedback about the academic performance at least twice in a month. The school authorities must facilitate the Tutors to visit the school and interact with the class teachers.

7. **Monitoring & Supervision:**

Supervising authorities like officials from the Government in SSD Department, state ACME cell, DWO, WEO and ANWESHA Zone coordinators will monitor functioning of the scheme in the school from time to time to take stock of the

performance of the ANWESHA students and the prevailing academic environment. The school authorities shall facilitate the visit of the supervising and monitoring authorities to the school and share the required information of the ANWESHA students admitted in the school.

**8. Accessing the available facilities of the school:**

There should not be any discrimination whatsoever between ANWESHA and Non-ANWESHA students in the school. Both in academic and non-academic activities, all students shall be treated equally. ANWESHA students must be in a position to access all the facilities available in the school.

**10. Encouraging ANWESHA students:**

ANWESHA students may be slow learners in comparison to other students in certain cases. This may be attributed to their socio-economic back ground, language problem and lack of pre-primary education. They need special attention of the class teachers and the school authorities. They should be encouraged in their academic and non-academic pursuit. Efforts should be made to make the class room and the school an attractive place for them so that they will not miss their home and parents. They should be encouraged to attend classes regularly and take part in different student related activities. This will considerably reduce their dropout from the school.

## MANPOWER APPROVED UNDER ANWESHA SCHEME FOR DISTRICT

Sl.No.	Designation/ Manpower description	Total no. of staff personnel	Category Mode of deployment	Remuneration per month
1	Warden	As per no of hostels detailed at annexure-	Outsourcing through Manpower providing agency	Rs.12000/- per month
2	Matron	1 for 100 boarders	Outsourcing through Manpower providing agency	Rs.10000/- per month
3	CCA	1 each for 30 boarder students	Engagement through Outsourcing	Rs.10140/- per month
4	Tutor	1 each for 50 boarder students	Engagement through Outsourcing	Rs.8000/- per month
5	Data entry Operator	1 each per district	Engagement through Outsourcing	Rs.10,000/- per month

**Draft Tender Notice**

**ANWESHA SCHEME – URBAN EDUCATION PROGRAMME FOR ST/SC CHILDREN IMPLEMENTED BY ST&SC DEVELOPMENT DEPARTMENT**

**Tender Call Notice No: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**ST&SC Development Department, Government of Odisha**

No: -----

Date:

## **Tender for Selection of Service Provider**

Tenders are hereby invited from reputed Recruitment Agencies for selection of HR Service Providers for hiring manpower under ANVESHHA – An Urban Education Programme for ST/ SC children being implemented by ST&SC Development Department, Govt. of Odisha.

The Tender document can be obtained during office hours from the Office of \_\_\_\_\_ or can be downloaded from the Website ([www.\\_\\_\\_\\_\\_](http://www._____))

commencing \_\_\_\_/\_\_\_\_/\_\_\_\_\_ **11:00 AM IST**. The last date and time for Submission of Bid-documents is \_\_\_\_/\_\_\_\_/\_\_\_\_\_, **04:00 PM IST**.

For eligibility criteria, scope of work, timelines and other relevant details please refer the Tender Document.

**(Nodal Officer)**

**Designation**

### **Important Dates**

<b>Sl.</b>	<b>Particular</b>	<b>Date</b>
<b>1.</b>	<b>Issuance of Tender Document</b>	
<b>2.</b>	<b>Last Date and Time for receipt Bid (email ID :.....)</b>	
<b>3.</b>	<b>Technical Bid Opening</b>	
<b>4.</b>	<b>Financial Bid Opening</b>	

## **Section 1 – INTRODUCTION**

### **1.1 ST&SC Development Department:**

The Scheduled Tribe & Scheduled Caste Development Department is the nodal Department of the State Government for the welfare of the ST, SC, Minority and Backward Communities. As education is the strongest medium of empowerment and of reversing the disadvantaged position of these communities, one of the major thrust areas of Department's activities has been the promotion of education among its target communities. The Department runs **1670 schools** to provide primary, upper primary, secondary and senior secondary education to the children of SC and ST communities and more than 4.35 lakh students study in these schools.

#### **Background & Purpose**

In consistence with the objective of providing best of educational opportunities to poor ST/SC students, a new scheme ANWESHA has been initiated during 2015. Under the scheme, every year approximately 5000 ST/SC students will be provided with quality education from Class-I onwards in different public schools of repute. Entire cost of their education, including residential facility, inmate care and post-school tutoring etc. is met from the State Fund. The said scheme is functional in 17 districts of Odisha.

To manage the residential facility for these students under the said scheme and to provide them with care and post-schools tutorial support, different positions such as Warden, Cook-cum-Attendants and Tutors have been envisaged to be hired on outsourcing basis, through a reputed and experienced HR Service Provider.

Now, with the intent to fulfill the manpower requirement under the Scheme, the Department intends to engage the Service Provider, through an open tendering process, which will deploy the qualified and experienced personnel as per the prescribed criteria. While the personnel would be deployed to the Department, they will be administratively controlled by the selected Service Provider and the employee would be managed by the concerned Agency.

## **Section 2 – SCOPE OF WORK**

The Service Provider will be responsible for recruitment, timely placement and management of manpower as per the criteria/ terms detailed in this section. Details of the number of personnel to be deployed, the desired qualification, experience and remuneration rate for each position is given at **Annexure A**.

The scope of work for the HR Service Provider is as follows:

- I. Recruitment & deployment of human resources for various positions under the Scheme as detailed in **Annexure A**
- II. Payroll Management of Human Resources deployed

- III. All the statutory compliances like TDS, PF, ESIC, Service Tax etc. shall be done by the successful bidder.

The detailed terms of reference for the Service Provider can be broadly categorized into following two parts:

### **Part A – Recruitment & Deployment**

- Invite applications for the various positions through advertisement in leading print media.
- Finalize the selection process and short listing criteria in consultation with the District Welfare Officer and District Administration.
- Screen and shortlist applications and issue of letters for written/practical test/interview as per the agreed selection process
- Constitute selection committee with representatives from the District Administration of the district and organize selection process
- Finalize list of candidates with approval of selection committee and Issue offer letters to selected candidates.
- Ensure checking of the veracity and authenticity of information furnished by the selected candidates. The Agency should also ensure that the candidates identified should not have any police record/criminal record against them.
- Conduct orientation of the candidates in consultation with the Dept. and ensure deployment
- Develop an HR policy for management of the human resources deployed.

### **Part B – Human Resources Management**

- Ensure regular payment of monthly remuneration to the deployed personnel through NEFT transfer, as per the rates mentioned. Except the statutory deductions like TDS, no other amount shall be deducted from the fixed remuneration.
- Ensure statutory compliance like EPF, Gratuity, TDS deduction etc. as required by the prevailing norms.
- Provide replacement of personnel in case of vacancies arising during the course of the agreement

### **Other conditions:**

- The day to day work to the deployed personnel will be assigned by the designated officer of the District Administration / District Welfare Officer and all the monitoring and reporting aspects of the deployed personnel will be under the control and supervision of the designated officer.
- The District Administration / District Welfare Officer shall have the right to verify the actual payment made and may request the service provider to provide excerpts of the bank statement of the payments made as the proof of payment and if not satisfied shall withhold the payments due to the service provider in addition to other legal action.

- In case the District Administration / District Welfare Officer is not satisfied with the performance of the deployed personnel or because of indiscipline, may ask the Agency in writing, providing the reasons thereof, to withdraw the personnel and provide a replacement.

### **Section 3 – ELIGIBILITY/ QUALIFYING CRITERIA FOR THE HR SERVICE PROVIDER**

Following are the essential qualifying criteria for the HR Service Provider to technically qualify for the assignment:

1. The Bidder shall be incorporated or registered as a Partnership Firms, Private Limited Company, Public Limited Company, or Society/ trust since last 5 years. Incorporation/Registration certificate along with MoA/Bylaws (or similar legal document) should be furnished as documentary proof.
2. The bidder shall have valid registration under Service Tax Rules, Income Tax, EPFO, ESI Corporation and under Labour Act. The copies of Service Tax Registration Certificate, Permanent Account Number (PAN), Labour registration certificate, EPF registration certificate and ESI registration certificate should be furnished as documentary proof.
3. The average annual turnover of the bidder for the past 3 years immediately preceding the current financial year should not be less than Rs. \_\_\_\_\_ lakh per annum. A copy of the Audited Balance Sheet & Profit & Loss A/c, duly authenticated by a practicing CA to prove the bidder's turnover must be submitted with the Technical Bid.
4. The company must have filed income tax returns for last 3 years immediately preceding the current financial year. Copy of Income tax Return should be furnished as documentary proof.
5. The bidder shall have registered office in India and an office in Odisha
6. The bidder shall have been in the business of providing human resources/ placement services for at-least more than 3 years. A list of clients being served or served in the past by the bidder must be provided with the Technical Bid in the prescribed format along with documentary proof.
7. The bidder shall not have been black listed by any State Government or Central Government. A self-declaration to this effect shall be submitted by the bidder in the prescribe format.

### **Section 4 – GENERAL TERMS AND CONDITIONS**

#### **4.1 Cost of Tender Document & Earnest Money Deposit**

a. **Tender Document Fee** - The Tender document can be obtained during office hours from the Office of \_\_\_\_\_ or can be downloaded from the Website ([www.\\_\\_\\_\\_\\_](http://www._____)). The bidders are required to submit the non-refundable tender document Fee of Rs.1,000/- in shape of an account payee Demand Draft in favour of \_\_\_\_\_ and payable at \_\_\_\_\_ from any of the Nationalized bank along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected.

b. **Earnest Money Deposit** - Bidders shall submit, along with their Technical Bids, EMD of Rs. 20,000/- only, in the shape of an account payee Demand Draft issued by any Nationalized bank in favour of \_\_\_\_\_ payable at \_\_\_\_\_, and shall be valid for 90 days from the due date of the tender/ tender paper.

1. EMD of all unsuccessful bidders would be refunded by \_\_\_\_\_ within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable.
2. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
3. The tender paper submitted without EMD, mentioned above, will be summarily rejected.

The EMD may be forfeited:

- a. If a bidder withdraws its bid during the period of bid validity.
- b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
- c. If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

#### **4.2 Submission of Bids**

Sealed cover containing the Technical and Financial Bid/Proposal separately with caption “Selection of HR Service Provider for hiring manpower under ANVESHHA – An Urban Education Programme for ST/ SC children being implemented by ST&SC Development Department shall be addressed to:

.....  
.....  
.....

- a) The bids should be submitted so as to reach latest by .... PM (IST) of .././....
- b) The bidders shall submit their tender paper as per the prescribed format given in this tender paper in the following manner
  - ❖ Envelope 1: Original Hard copy of Technical Proposal with EMD Draft [Form 1 to Form 4]
  - ❖ Envelop 2: Original Hard copy of Financial proposal Bid [Form 5 to Form 7]
- c) The Technical Proposal and Financial Proposal should be covered in separate sealed envelopes super-scribing "Technical Bid" and “Financial Bid” respectively.
- d) Please Note that Prices shall not be indicated in the Technical Proposal but shall only

be indicated in the Financial Proposal.

- e) The two envelopes containing copies of Technical Proposal and Financial Proposal shall be put in another single sealed envelope clearly marked with caption “Selection of HR Service Provider for Hiring Manpower for ANWESHA – Urban Education Programme for ST children being implemented by ST&SC Development Department”.
- f) The outer envelope shall clearly indicate the name, address, telephone number, E-mail ID and fax number of the bidder.
- g) All the pages of the Technical Proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- h) The proposal shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.
- i) All pages of the proposal shall be initialed and stamped by the person or persons who sign the bid.

#### **4.3 Completeness of the Bid**

- a) Submission of the proposals shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph or any clause of the Tender Paper may render non-compliant and the tender may be rejected. Bidders must:
  - i. Include all documentation specified in this tender paper;
  - ii. Follow the format prescribed in this tender paper and respond to each element in the order as set out in this tender paper.
  - iii. Comply with all requirements as set out within this tender paper.

#### **4.4 Late Bid**

- a) Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall be rejected.
- b) The District Administration/ DWO shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- c) The District Administration/ DWO reserve the right to modify and amend any of the stipulated condition/criterion.

#### **4.5 Validity period of the Bid**

The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

#### **4.6 Currency of the Proposal/ Bid Document**

The currency (ies) of the Proposal offer and the transaction details provided in the Proposal/ Bid Document shall be in Indian Rupees (INR).

#### **4.7 Authentication of the Proposal/ Bid Document**

The Proposal/ Bid Document shall be accompanied by a Letter of Authorization in the name of the signatory of the proposal/ Bid document who can bind the Firm/ Company.

#### **4.8 RIGHT TO TERMINATE THE PROCESS**

- a) The District Administration/ DWO may terminate the Tender process at any time and without assigning any reason thereof. The District Administration/ DWO makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) The submission of tender paper does not constitute an offer The District Administration/ DWO. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

### **Section 5 – GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL PROPOSAL**

#### **5.1 TECHNICAL PROPOSAL**

In the Technical Proposal, the bidder should provide details of professional competence, past experience of assignments of similar nature along with supporting documents in this regard. Formats have been prescribed for submission of some of the information and must be adhered to.

The technical proposal should accordingly include the following:

1. Compliance Sheet of Technical Bid (Form 1)
2. Bid Letter – Technical Bid (Form 2)
3. Particulars of the Bidders Profile (Form 3)
4. List of Projects Executed (Form 4)
5. Other Documentary Evidences as required (please refer Form 1)

#### **5.2 FINANCIAL PROPOSAL**

The Financial Proposal is to be submitted in prescribed formats as provided in form 5 & 6.

- The amount to be charged by the HR Service Provider shall be expressed in lump sum as fees/service charges against each of the position.

- The fees/service charges quoted for each category of position shall be exclusive of the applicable service tax but inclusive of all other costs.
- No deductions, other than statutory deduction of TDS, shall be made by the HR agency from the remuneration fixed for each of the position.
- In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.
- Employer's share of PF shall be reimbursed to the HR Service Provider on actuals and shall not be reflected as part of the Financial Proposal.

The financial proposal should accordingly include the following:

1. Compliance Sheet of Financial Bid (Form 5)
2. Bid Letter – Financial Bid (Form 6)
3. Financial Bid Submission Format (Form 7)

## **Section 6 – EVALUATION PROCESS**

In the first stage, the technical proposal will be scrutinized as per the Eligibility criteria and completeness of the documents as prescribed in the tender document in relevant sections. The bids qualifying the Technical bid scrutiny will be eligible for Finance Bid Evaluation. The Successful bidder will be selected based on the rates quoted in the Financial Bid.

## **Section 7 – AWARD OF CONTRACT**

District Administration/ DWO will award the Contract to the successful bidder based on the lowest rates quoted in the Financial Bid.

### **7.1 SIGNING OF THE CONTRACT**

After the District Administration/ DWO notifies the successful bidder that its proposal has been accepted, a contract will be entered into, incorporating all clauses and the proposal of the bidder between District Administration/ DWO and the successful bidder.

### **7.2 FAILURE TO AGREE WITH TERMS AND CONDITIONS OF THE TENDER PAPER**

Failure of the successful bidder to agree with the Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event District Administration/ DWO may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the District Administration/ DWO shall forfeit the EMD of the successful bidder.

### **7.3 TERM OF THE AWARD**

The period of contract shall be for a period of 1 (one) year from the date of execution of agreement. The period may be extended for further periods on mutual agreement by both the parties on similar terms and conditions.

## Section 8 – PAYMENT TERMS & CONDITION

The payment to the selected Agency will be made as per the following terms:

- The Service Provider will raise the monthly claims/ invoice inclusive of applicable taxes & management cost (service charges) of Service Provider by 2nd of every succeeding month. The District Administration/ DWO will ensure the payment to HR Agency within 10 days of receiving the invoice.
- The payment shall be made subject to deduction of applicable taxes.

### ANNEXURE A - DETAILS OF HR POSITIONS, JOB-RESPONSIBILITY, REMUNERATION

Sl.	Position	No. of posts	Minimum Age & Qualification	Others	Monthly Remuneration (Rs.)	Job-description
1	Warden	(To be filled up by DWO based on requirement)	35 years Graduation	Necessarily be a woman, preferably a single woman, divorcee or widow.(Not appropriate for children of small children staying without family)	12,000	She will take care of the boarders like a foster mother and will reside in the hostel. She will stay in the dormitory during day-time when boarders go to the school and sleep in the hostel during night time. She will ensure that all boarders go the school and attend other activities such as tuition classes or any other as required under the scheme. She will help the young students to get ready for the school and also help them when they are back from the school She will ensure tidiness, cleanliness, well-being and good health of the boarders. She will ensure cleanliness of the dormitory, toilets, bathrooms and surroundings of the hostel with the help of the sanitary worker. She will provide personal nursing care to the ailing boarders and ensure their medication. She will check the entry of any unauthorized person in the

					<p>hostel as per the prevailing guidelines of the Department.</p> <p>She will keenly observe if any boarder is upset emotionally or subjected to depression and try to comfort her/him. She shall bring such incident to the notice of the DWO immediately.</p> <p>She will be vigilant to the safety and security of the boarders and take necessary steps, in her capacity, to prevent any mishap.</p> <p>She will bring any perceived threat to the security of boarders to the immediate notice of the DWO for necessary action.</p> <p>Any other work assigned by the DWO.</p>
2	<b>Matron</b>	-do-	Necessarily be a woman, preferably a single woman, divorcee or widow.(Not appropriate for children of small children staying without family)	10,000	<p>She will stay in the hostel amongst girl boarders and will sleep with them at night.</p> <p>Ensure cleanliness of dormitory, toilet, bathroom, surroundings taking the aid of L/CCAs.</p> <p>Check entry of any unauthorized person, particularly men.</p> <p>Liaison with ailing girls and ANM. If need arises inform Asst Supt/Warden for action.</p> <p>Provide personal nursing</p> <p>Ensure that boarders don't remain in hostel during school hours and shall attend to girls who are sick/return to hostel.</p> <p>Hostel rooms should be locked during school time</p> <p>Maintain a first aid kit for</p>

					<p>emergency purposes.</p> <p>Will accompany sick boarders to hospital.</p> <p>Ensure regular consumption of Iron Folic Acid and de-worming tablet intake among hostel boarders.</p> <p>Ensure regular health screening of the boarders and maintain the health card of each boarder with the help of ANM.</p> <p>During night after closure of the day's business monitor the presence of each of the boarders by making personal round of the hostel rooms. She will keep the keys of the hostel with her.</p> <p>Keep a record of the absentee boarders. She will periodically check the furniture, cots, lights, water points, bathing spots, kitchen rooms, damaged electrical wiring, roof leakage etc. and bring to the notice of the warden if there is anything wrong. Immediately report if there is sudden behavioral changes of girls especially if one is upset emotionally/subjected to depression.</p> <p>Supervise student's arrival and departure.</p> <p>Ensure proper storage of necessary items/assets</p> <p>Ensure privacy of the girls' students.</p>
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					<p>Ensure adolescent boarders use incinerators/ or properly dispose sanitary napkins.</p> <p>Ensure locking of the hostel gate by CCA at night and keep proper vigil over boarders (surprise checks)</p> <p>Ensure proper upkeep of Hotline Phone,CCTV, RO/Aqua guard, TV, and other assets and items installed/provided in hostels.</p>	
3	Cook-cum-Attendant		8 <sup>th</sup> pass	Necessarily be a woman	10,140	<p>She will be responsible for preparing food for the boarders as per the prescribed menu</p> <p>She will adhere to the mess management guidelines of the Department concerning cleanliness &amp; upkeep of kitchen, store, dining space and cleaning area, cleanliness of food articles, storage of food and distribution of food etc.</p> <p>She will assist the young students to get ready for the school and also help them when they are back from the school</p> <p>She will provide nursing care to the sick boarders, as required.</p> <p>She will be vigilant to the safety and security of the boarders and inform to the warden regarding any issue concerning this.</p> <p>She will keenly observe if any boarder is upset emotionally or subjected to depression and try to comfort her/him. She shall bring such incident to the notice of the Warden immediately.</p> <p>She will assist in the cleanliness of the dormitory, toilets,bathrooms and surroundings of the hostel.</p>

						Any other work assigned by the DWO.
4	<b>Tutor</b>		B.A/B.Sc/B.Com. Trained graduates shall be given preference. Those with experience of teaching in English Medium Schools or have passed from English medium school.	Experience of 3-5 yrs in teaching in English Medium School	8,000	<p>She/ He will be responsible for providing guidance and support to the boarders in completing the home-assignments/ homework/ project-work given by the school and ensure that they complete the assigned work.</p> <p>She/ He will be responsible for providing tutorial/ coaching as per the syllabus to enable the boarder to participate effectively in the classroom learning process</p> <p>She/ He will give special attention to those boarders who require additional support to cope with the syllabus.</p> <p>She/ He will engage the boarders in other creative activities like drawing, story-telling, quizzes etc. as part of the learning enrichment of the boarders.</p> <p>Any other work assigned by the DWO.</p>
5	<b>Data Entry Operator (district level)</b>		Graduate with proficiency in computer operations	1-3 years of experience in data entry	10,000	<p>Prepares, compiles, and sorts documents for data entry.</p> <p>Verifies and logs receipt of data.</p> <p>Transcribes source data into the required electronic format.</p> <p>Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.</p> <p>Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.</p> <p>Verifies integrity of data by comparing it to source documents.</p> <p>Reviews data for errors,</p>

					<p>missing pages, or missing information and resolves any discrepancies.</p> <p>Maintains a filing system and protects confidential customer information.</p> <p>Performs regular backups to ensure data preservation.</p> <p>Responds to requests to retrieve data from the database or electronic filing system.</p> <p>Uses basic office equipment (photocopy machine, facsimile machine, etc.)</p> <p>Maintains a satisfactory level of quality and productivity per department standards.</p> <p>Completes additional assigned tasks as required.</p>
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**Urban Education Programme: ANWESHA**

**FORMAT FOR SUBMISSION OF INFORMATION BY PARTICIPATING SCHOOLS**

**A. General Information:**

1. Name of the School:
2. Address:  
Building No.:                      Street:                      Ward No.:  
City/Town:                                  District:                      PIN:
3. Telephone Number:
4. E-mail Address:
5. Year of Foundation:
6. Date of First Opening of the School:
7. Management (Government/Trust/Society/Managing Committee):  
If managed by Trust/Society/Managing Committee give Details:
  - Name of the Trust/Society/Managing Committee:
  - Registration Number of Trust/Society/Managing Committee:  
(Enclose the document relating Registration)
  - Period upto Which the Registration is valid:
  - Address of the Manager/President/Chairman of the School:  
Name:  
Designation:  
Address:  
Phone Number:
8. Recognition Details:  
Number:                                  Authority:  
Period:                                  Classes:                      DISE Code:
9. Affiliation Details:  
Number:                                  Board:  
Period:                                  Classes:
10. Medium of Instruction:
11. Entry level Class:
12. Exit Class of the School:
13. Type of Aid (If any) received:

14. Number of Students Admitted Class Wise:

Class	No. of Sections	Students	Class	No. of Sections	Students
I			VI		
II			VII		
III			VIII		
IV			IX		
V			X		

**B. Infrastructure:**

- Whether the building is own or rented:
- Whether the entire building is used for the school:
- Total Area of the School (In Sq.ft.):
- Built in area of the School (In Sq.ft.):
- Details:

Sl.No.	Purpose	Numbers	Average size (in Sq.ft)
1	Class Room		
2	Office		
3	Principal Chamber		
4	Staff Room		
5	Boys' Common Room		
6	Girls' Common Room		
7	Toilet for Boys		
8	Toilet for Girls		
9	Library		
10	Reading Room		
11	Laboratories		
12	Activity Area		
13	Playground		
14	Others (specify)		

- Source of Drinking Water (Tube Well/Piped Water/ Well/Other):
- Whether Water Purifiers/Filters have been used:
- Number of Drinking Water Points:
- Number of Books In The Library:
- Internet Facility in the Library:
- Whether Fire Safety Measures in Place:
- Whether First Aid Facilities Available:
- Whether Activity Board is placed:
- Whether the school has barrier Free access to all facilities for CWSN:
- Whether the School has a Proper Boundary:

16. Whether the School has a Proper Access Road from the Main Road:

**C. Particulars of Teaching Staff: (Attach a Separate Sheet)**

Sl. No.	Name of the Teacher	Academic Qualification	Teaching Experience	Class Assigned	Date of Appointment	Trained/ Untrained

**D. Academic performance at class X Board Examination for last 5 years:**

Year	Appeared	Pass %	No. of students Securing Above 80%	No. of students Securing Above 90%

**E. Proposed Annual School Fees Under Urban Education Programme: ANWESHA**

Sl. No.	Class	Existing Fees (Inclusive of tuition fees & other annual fees)	Proposed Fees
1	I		
2	II		
3	III		
4	IV		
5	V		
6	VI		
7	VII		
8	VIII		
9	IX		
10	X		

Place:

Date:

Seal & Signature of Manager/President/Chairman  
School Managing Committee  
.....School

**Application of parents/guardian for Selection under Urban Education Programme: ANWESHA**

1. Name of the Child:
2. Date of Birth (Attach a copy of Birth Certificate):
3. Sex:
4. Category (Mention Tribe Caste and Sub Caste, Attach a copy of ST/SC Caste Certificate):
5. Whether belonging to any Particularly Vulnerable Tribal Group (Specify):
6. Mother Tongue:
7. Aadhaar Number of the Child (Attach a copy of Aadhaar Card):
8. Name of Father:
9. Name of Mother:
10. Name of Guardian (Applicable if parents are no more):
11. Present Address of parents/Guardian:  
Village:                      GP:                      Block:                      District:
12. Major Occupation of Parents/Guardian:
13. Contact Number of Parents :
14. Whether Android Phone Facility is there? (If yes, give the Number):
15. BPL Card/SECC Details of the Family:
16. Has the Child Attended/Completed Pre-School Education in any Anganwadi/Pre-School Centre (Yes/No):
17. If Yes, mention in details:
  - Location and Name of the Anganwadi/Pre-School Centre:
  - Duration of Attending the Anganwadi/Pre-School Centre:
18. Health Profile of the Child
  - a) Blood Group:
  - b) Height in cms:
  - c) Weight:
  - d) Any Identification Mark:
  - e) Whether Basic Immunization has been completed? If yes, mention Details:
  - f) Whether the Child Suffers from any Communicable Disease? If yes, mention the disease and the line of treatment:
  - g) Whether the Child has suffered any Major Health Problem/Disorder in last 3 years? If yes, mention the Details:

## **Undertaking**

I Sri.....Parent/Guardian of  
.....

- 1) undertake that I will abide by the decision of authorities and rules and regulations of the school and the hostel to which my ward is admitted.
- 2) Rules, Regulations, Procedures, Benefits under ANWESHA scheme have been explained to me in my native language and I have understood the same.

Place:

Date:

Signature/Thumb Impression of Parent/Guardian

## REALLOCATION OF WARDENS

No	District	600 seated	500 seated	400 seated	300 seated	200 seated	100 seated	Total no of hostels	No. of Warden post Sanctioned	Warden Post are sanctioned
1	Angul		1		1			2	5	2
2	Bargarh				4			4	5	8
3	Koraput		1	1	2			4	5	4
4	Keonjhar		1	2		2	3	8	5	2
5	Mayurbhanj	1	1	0	1	4		8	5	2
6	Sambalpur		2					2	5	4
7	Kandhamal				4	2		6	5	6
8	Ganjam				4	1		5	5	6
9	Deogarh				1	1		2	5	8
10	Gajpati		1		1			2	5	4
11	Nuapada				3			3	5	4
12	Bolangir		1	1	3	3		8	5	08-Oct
13	Raygada	1	1	1	1	2		6	5	6
14	Sundergarh			2	4			6	5	2
15	Nawarangpur			1	2	3		6	5	06-Aug
16	Kalahandi				2	3		5	5	2
17	Malkangiri				4			4	5	6
	<b>Total</b>	<b>2</b>	<b>9</b>	<b>8</b>	<b>37</b>	<b>21</b>	<b>3</b>	<b>80</b>	<b>85</b>	<b>82</b>

<b>Recurring Fund approved for ANWESHA (as per the modified unit cost)</b>									
<b>In Rupees</b>									
<b>SI. No .</b>	<b>Expenditure Type</b>	<b>Heads of Expenditure</b>	<b>Unit Cost per annum</b>	<b>Y- 1 (21682 students)</b>	<b>Y-2 (23000 students)</b>	<b>Y-3 (24000 students)</b>	<b>Y-4 ( 25000 students )</b>	<b>Y-5 ( 25000 students)</b>	<b>Sum of each unit</b>
<b>1</b>	<b>Consumables</b>	Uniform Annual Fee including cost towards Admission and tuition fee (with 5% increase in unit cost from Yr 2 onwards) - per student	<b>20000</b>	<b>433640000</b>	<b>483000000</b>	<b>529200000</b>	<b>578812500</b>	<b>607687500</b>	<b>2632340000</b>
<b>2</b>		Cost towards uniform, books and study materials, transportation and other Miscellaneous educational expenditure (with 5% increase in unit cost from Yr 2 onwards) - per student	<b>15000</b>	<b>325230000</b>	<b>362250000</b>	<b>396900000</b>	<b>434122500</b>	<b>455805000</b>	<b>1974307500</b>
<b>3</b>	<b>Human Resources</b>	1 Warden in each hostel @ 12000/ pm (with 5% increase in unit cost from Yr 2 onwards)	<b>144000</b>	<b>12240000</b>	<b>12852000</b>	<b>13494600</b>	<b>14169330</b>	<b>14877796.5</b>	<b>67633726.5</b>

4		CCA (house mother) (1 CCA for each 30 boarder students) @ 10140/ pm for 12 months with 5% increase in unit cost from Yr 2 onwards .	121680	87974640	97727292	106629096.6	115975991.4	121774791	530081811
5		Tutor (1 tutor for each 50 boarder students) @ 8000/ pm for 12 months with 5% increase in unit cost from Yr 2 onwards .	96000	41568000	46238400	50470320	54913836	57659527.8	250850083.8
6		Matron(1 matron for each 100 boarder students) @ 10000/ pm for 12 months with 5% increase in unit cost from Yr 2 onwards .	120000	26040000	28902000	31547100	34324455	36040677.75	156854232.8
7	Maintenance/recurring	Cost towards rent for providing residential facilities (for 2 years)	lump sum	8000000	3000000	0	0	0	11000000
8		Cost towards Hostel cleanliness & Sanitation	lump sum	0	50,00,000	50,00,000	50,00,000	50,00,000	2,00,00,000

9		Cost towards Electricity, water dues, contingency expenses	<b>lump sum</b>	<b>1000000</b>	<b>1200000</b>	<b>1500000</b>	<b>1500000</b>	<b>1500000</b>	<b>6700000</b>
10	<b>Amenities</b>	Cost towards RO and Washing machine (one for each 100 borders)@Rs.30000/- for 250 unit	<b>lump sum</b>	<b>2500000</b>	<b>2500000</b>	<b>2500000</b>			<b>7500000</b>
11	<b>Monitoring and evaluation</b>	Establishment of State PMU for MIS and evaluation, continuation of ACME			<b>9866000</b>	<b>6866000</b>	<b>6866000</b>	<b>6866000</b>	<b>30464000</b>
<b>TOTAL</b>				<b>939992640</b>	<b>1039669692</b>	<b>1134741117</b>	<b>1236318612</b>	<b>1297845293</b>	<b>5699031000</b>
<b>GRAND TOTAL</b>				<b>569,90,31,000</b>					

**Anwasha Hostel Standard Food Menu for boarders designed by ACME Cell**

<b>Days</b>	<b>Breakfast</b>	<b>Tiffin For School</b>	<b>Lunch</b>	<b>Snacks</b>	<b>Dinner</b>
<b>Monday</b>	Chattua added with milk powder, Jaggery/ Flattened Rice with Jaggery / Suji & Simai Halwa/Simai Kheer/Poha Upama	Suji Halwa/Poha upma/Suji Upma & Bessan/ Ground nut/ Ragi ladoo.	Rice, palang Dal, Ghanta Curry, Lemon	Masala Mudhi/Chura mixture/Mudhi mixture/Boiled sweet corn/Boiled matter /Boiled Buta /Bowl of local seasonal fruits/ Ragi ladoo	Moong dal Khichdi, Soya Chunk Curry with potatoes &Khata(Tomato/pineapple/raw mango/any local fruits or vegetable available) /Papad
<b>Tuesday</b>	Chattua added with milk powder, Jaggery/ Flattened Rice with Jaggery / Suji & Simai Halwa/Simai Kheer/Poha Upama	1 Boiled Egg for all and 2 bananas for those who will not take egg &Suji Halwa/Poha upma/Suji Upma	Rice, Soya Chunk Curry with mixed vegetables/ saga bhaja, Lemon	Masala Mudhi/Chura mixture/Mudhi mixture/Boiled sweet corn/Boiled matter /Boiled Buta /Bowl of local seasonal fruits/ Ragi ladoo	Rice, Chanadal added with minimum 4 vegetables brinjal, papaya, pumpkin, potato curry, Salad
<b>Wednesday</b>	Chattua added with milk powder, Jaggery/ Flattened Rice with Jaggery / Suji & Simai Halwa/Simai Kheer/Poha Upama	1 Boiled Egg for all and 2 bananas for those who will not take egg &Suji Halwa/Poha upma/Suji Upma	Rice, chicken Curry/Paneer Curry, Dahi Cucumber Salad	Masala Mudhi/Chura mixture/Mudhi mixture/Boiled sweet corn/Boiled matter /Boiled Buta /Bowl of local seasonal fruits/ Ragi ladoo	Rice, Dalma, Khata (Tomato/pineapple/raw mango/any local fruits or vegetable available) /Papad
<b>Thursday</b>	Chattua added with milk powder, Jaggery/ Flattened Rice with Jaggery / Suji & Simai Halwa/Simai Kheer/Poha Upama	Suji Halwa/Poha upma/Suji Upma & Besan/ Ground nuts/ Ragi ladoo	Rice, Mattar Aloo Paneer Curry,Saga muga curry, Lemon	Masala Mudhi/Chura mixture/Mudhi mixture/Boiled sweet corn/Boiled matter /Boiled Buta /Bowl of local seasonal fruits/ Ragi ladoo	Lemon rice, Tadka Curry /Paneer aloo Mattar curry and Tomato chutney/green chutney(Curry Leaf/Coriander leaf/Mint leaf)
<b>Friday</b>	Chattua added with milk powder, Jaggery/ Flattened Rice with Jaggery / Suji & Simai Halwa/Simai	1 Boiled Egg for all and 2 bananas for those who will not take egg &Suji Halwa/Poha	Rice, Dal, mixed vegetable curry with soya chunks &Lemon	Masala Mudhi/Chura mixture/Mudhi mixture/Boiled sweet corn/Boiled matter /Boiled Buta /Bowl of	Rice, Chanadal added with minimum 4 vegetables brinjal, papaya,pumpkin, potato curry, Khata (Tomato/pineapple/

	Kheer/Poha Upama	upma/Suji Upma		local seasonal fruits/ Ragi ladoo	raw mango/any local fruits or vegetable available) /Papad
<b>Saturday</b>	Chattua added with milk powder, Jaggery/ Flattened Rice with Jaggery / Suji & Simai Halwa/Simai Kheer/Poha Upama	Suji Halwa/Poha upma/Suji Upma/ Ragi ladoo	Rice, palang Dal, Ghanta Curry with sprouted grams and moong dal.	Masala Mudhi/Chura mixture/Mudhi mixture/Boiled sweet corn/Boiled matter /Boiled Buta /Bowl of local seasonal fruits/ Ragi ladoo	Moongdal Khichdi, Soya Chunk Curry with potatoes&Tomato chutney/green chutney(Curry Leaf/ Coriander leaf/Mint leaf)
<b>Sunday</b>	Suji Halwa+ Paratha/ Simeya Kheer+Paratha+ Mutter aloo Curry		Rice, Chicken Curry/Panee r Curry for those not having chicken and Salad	Masala Mudhi/Chura mixture/Mudhi mixture/Boiled sweet corn/Boiled matter /Boiled Buta /Bowl of local seasonal fruits/ Ragi ladoo	Rice, Dalma, Aloo Verta, Lemon/Daliya Kheer or Simai Kheer

**ST & SC Development Department,  
Govt. of Odisha**

Email: [stscdev@gmail.com](mailto:stscdev@gmail.com)

Website: <http://www.stscodisha.gov.in/>

EoI Ref. No.: \_\_\_\_\_ / Date: \_\_\_\_\_

**Expression of Interest (EoI) for Empanelment of Partner FNGOs to  
Facilitate “Urban Education Program- ANWESHA”**

Urban Education Programme, ANWESHA is a unique educational intervention and a flagship program of the State Government. It is an innovative initiative to provide opportunities to ST/SC children for availing quality education and provide them admission in best of public English medium schools of the state. This is an endeavor to nurture the hidden talents of children belonging to the ST & SC categories who are educationally backward and expose them to a spirit of competitiveness and excellence through quality education in best of urban English medium schools. ST & SC children belonging to backward regions, vulnerable categories and whose parents are unable to pay the cost of quality education, are selected and admitted in Class-I of empaneled Urban English medium public schools. The entire cost towards their education, lodging, boarding and transportation to school etc., is borne by the government. The scheme is presently implemented in 17 districts namely, Angul, Bargarh, Bolangir, Deogarh, Gajapati, Ganjam, Kandhamal, Kalahandi, Keonjhar, Koraput, Malkangiri, Mayurbhan, Nabarangpur, Nuapada, Rayagada, Sambalpur & Sundargarh .

The Program started in 2014-15 for an initial period of 5 years up to 2019-20. The State Government have accorded approval for continuation of the scheme for a further period of 5 years i.e., from 2020-21 to 2024-25 years for covering 25,000 students.

In the second phase of the program, ST & SC Development Department, Govt. of Odisha has decided to involve participation of Facilitating Non-Government Organisations (FNGO) with prior experience in facilitating Education programmes to make the program further more successful. In view of this, ST & SC Development Department desires to invite ‘Expression of Interest’, (hereinafter called “EoI”) from Facilitating Non-Government Organisations (FNGO) with prior experience in facilitating Education programmes for empanelment as Partner NGO for providing support to ANWESHA program implementation for academic improvement of the empanelled children. The empanelment will be undertaken to provide handholding support to ANWESHA Students’ in their academic pursuits as well as the District administration in the selection of School, selection of fresh students and optimal utilization of infrastructure of ANWESHA Hostels. The empanelment will be valid for a period of one year from the date of communication by SSD department. District collector will empanel the FNGOs and submit details to Government. Their decision will be final and binding in selection of the NGOs concerned. Expression of interest is to be submitted separately for each District.

Interested FNGOs can access and download Terms of References (ToR) for “FNGO Empanelment under SSD Department” from the official website of ST&SC Development Department “[www.stscodisha.gov.in](http://www.stscodisha.gov.in)”. EoI with required documents in separate sealed covers for each District should be submitted to the Collector of the concerned Districts. A non-refundable processing fee of Rs.2000/- (Rupees Two thousand only) in the form of account payee demand draft drawn in favor of the Collector of concerned Districts and payable at ‘Bhubaneswar’ should be submitted along with the EoI. The sealed envelope should be super-scribed as “Expression of Interest (EoI) for empanelment of FNGO for Anvesha Scheme”. Collector of the concerned districts reserves the right to cancel/alter the advertisement and to reject any or all the EoI without assigning any reason thereof. Delayed receipt and canvassing in any form will result in the rejection of EoI.

Please quote EoI Ref. No. & Date in all correspondences.

**Last date of submission of EoI:** \_\_\_\_\_

**Collector & District Magistrate.**

**Terms of References (ToR)**  
**For**  
**Empanelment of FNGO**

**1. Background:**

Urban Education Programme ANWESHA is a flagship program of the State Government to provide opportunities to children belonging to ST & SC communities of the State. This is a sincere endeavour of the government to provide quality English medium schooling to the poorest of the poor children from the SC and ST communities of the state under this scheme. It has been a matter of pride for the parents and the community from which the ANWESHA student hails. Many students under the flagship programme have excelled academically and in extra-curricular activities at school level. The main objective and expected outcome of the programme is:

- To expose ST&SC students coming from remote areas and from lower economic strata to a spirit of competitiveness and excellence by providing quality education in the best of public schools located in urban areas of the State.

**2. Association of FNGOs:**

Keeping the above key objective in view and to make the program exemplarily successful, Government in ST and SC Department has decided to associate credible NGOs having experience and good track record in implementation of this flagship program and provide handholding support.

To achieve the above listed expectation by regular monitoring to access and evaluate the progress of the children, Expression of Interest will be invited from Non-Government Organisations (NGO) with prior experience in implementing Educational development projects.

The empanelment of FNGO will be done for operational Districts, as per list at **Annexure– I**. Expression of interest is to be invited separately for each District. The panel will be valid for a period of one year from the date of empanelment by ST & SC Development Department. The decision of the district authority and ST & SC Development Department in this regard will be final and binding.

**3. Eligibility of FNGOs for empanelment:**

- I. Should be a registered legal entity of at least 5 years standing
- II. Should have experience in implementing/ facilitating educational development projects preferably relating to CBSE/ICSE Curriculum
- III. Should not have been blacklisted by CAPART or any other Department of Government of India or State Government.

#### **4. Process of Selection:**

The process for empanelment of the FNGO will follow a two-stage scrutiny process. First, the applicant FNGO has to meet the qualifying criteria for further evaluation. The short-listed FNGOs who meet the qualifying criteria will be further assessed under additional criteria for prioritization in the respective districts they have applied for.

The intending NGOs should submit their applications in the format placed at **Annexure-2 and Declaration at Annexure-3**. The applications should be submitted along with the documents as specified at **Annexure-4**. The Selection Criteria for empanelment of the FNGOs will be done based on the criteria shown at **Annexure-5**.

Selected NGOs will be empanelled by SSD Dept. for one year. As and when required, the empanelled NGO will be invited to sign an agreement with the respective Districts to function as a Facilitating NGO (FNGO). The FNGO will sign a Memorandum of Understanding (MoU) for one year, with the concerned District collector clearly spelling out the objectives. Districts that will spell out well-defined annual outputs, against which the performance of each FNGO will be monitored each year and evaluated on a regular basis by the District Collector/ ST&SC Development Department. The MOU with the FNGO may be renewed beyond one year on successful performance.

Upon selection, each FNGO will put in position a dedicated team of experts, as required by the respective District. The team will be hired by the FNGO on contract for a term, not exceeding the contract/project period by the FNGO with the respective districts. The composition of the team of experts will be indicated in the MoU. No programme funds i.e. funds for works related to education development and funds for preparation of Annual Action Plan, shall be released to the FNGO.

#### **5. Tenure of Engagement:**

The FNGO will be engaged for an initial period of one year and on successful implementation of the program, it can be further extended till such time their requirement is felt by the ST/SC Department and the District Administration. However, the NGO can be disengaged at any time with one month notice on the grounds of poor performance.

#### **6. Cost of the FNGO:**

The FNGO will be paid 'Project Management Cost' by SSD Department for the period of contract as per the Memorandum of Understanding (MoU) signed by District authorities. However, the FNGO will be paid for mainly for three heads Man Power (Education Expert and Team Leader), Mobility cost and administrative cost. The detailed rate of payment and modalities of payment will be decided once the identification process of NGOs is complete.

Selection of the Education Experts will be done by the FNGO, from open market through a competitive process, by placing advertisements and by a Panel consisting of District authorities, SSD, department, ACME Cell, SCSTRTI and FNGO representatives. Information regarding all such engagements/appointments/continuance of manpower will be intimated in writing by Facilitating Non-Governmental Organisation to the concerned District authorities within one-month of signing of Memorandum of Understanding (MoU).

**Honorarium/Salary:** Each expert will be paid an honorarium/ remuneration of Rs.20,000/- per month and the Team Leader Rs.30,000/- per month.

**Travel Allowance:** Each Expert and Team Leader will be paid Rs.2500/- per month as mobility cost, for travel of minimum 20 days in a month.

#### 7. Expected Roles and Responsibilities of the FNGO:

The details of the expected responsibilities of the FNGOs is attached at Table -6. However, the responsibilities mentioned in the annexure are only indicative and not exhaustive and will be firmed up once the FNGO gets selected looking at the specific requirement.

#### Annexure-1

#### List of Districts where ANWESHA Scheme is in operation

Sl. No.	District
1	Koraput
2	Malkangiri
3	Rayagada
4	Nabarangpur
5	Kalahandi
6	Nuapada
7	Kandhamal
8	Ganjam
9	Gajapati
10	Samblapur
11	Sundergarh
12	Bargarh
13	Balangir
14	Mayurbhanj
15	Deogarh
16	Anugul
17	Keonjhar

**APPLICATION FORMAT  
(FOR SUBMISSION OF INFORMATION BY THE FNGO)**

<b>1.</b>	<p><u>Name of the Organisation:</u> _____</p> <p><u>Abbreviated name of the organization, if any:</u></p> <hr/> <p><u>Address of the organisation:</u></p> <p>Mailing/ Correspondence Address: _____</p> <p>Visiting Office: _____</p> <hr/> <p><u>Contact Person:</u></p> <p>Name: _____</p> <p>Designation / Title: _____</p> <p>Telephone No.:</p> <p>Landline – _____</p> <p>Mobile – _____</p> <p>Email – _____</p> <p>Address, if different from (c):</p>																											
<b>2.</b>	<p><u>Is the organisation registered:</u> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>If yes, under which Act:</u> Society Act <input type="checkbox"/> Trust Act <input type="checkbox"/></p> <p>Company (Section-25) Act <input type="checkbox"/> Any other, specify <input type="checkbox"/></p> <p><u>Year of Registration:</u> _____ (<i>Copy of the registration certificate to be attached.</i>)</p> <p><u>Since how long it is operational (No. of years):</u> _____</p> <p><u>Whether organization is registered under FCRA:</u> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><u>Whether it is registered under Income Tax:</u> Yes <input type="checkbox"/> No <input type="checkbox"/></p>																											
<b>3.</b>	<p><u>Give details of Board Members (current status):</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 40%; text-align: center;">Name (including Chief Executive)</th> <th style="width: 30%; text-align: center;">Address</th> <th style="width: 30%; text-align: center;">Position/ Designation</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name (including Chief Executive)	Address	Position/ Designation																								
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<b>4.</b>	<b>Annual Turnover of the Agency for last three years</b>	
	<b>Year</b>	<b>Turnover in Rupees</b>
	2020–21	
	2019–20	
	2018–19	
Copies of Audited Annual Reports, Income–Expenditure statement & Balance Sheet to be enclosed.		

<b>5.</b>	<b>Infrastructure Details (Office Premises)</b>									
	<b>State Level Office Address</b>	<b>District level Office Address</b>	<b>District level Office Address</b>	<b>District level Office Address</b>	<b>District level Office Address</b>	<b>District level Office Address</b>	<b>District level Office Address</b>	<b>District level Office Address</b>	<b>District level Office Address</b>	<b>District level Office Address</b>
* Not Applicable/ N.A. may be mentioned if there is no office at any level.										

<b>6.</b>	<b>No.of Experienced Professional Staff</b>				
	<b>Area of Expertise</b>	<b>Numbers</b>	<b>Name of the Staff</b>	<b>Qualification</b>	<b>Years of Experience</b>
	Educational Development Professional				
	Assessment Professional				

<b>7.</b>	<b>Experience of implementing Education projects in Urban/Rural areas</b>						
<b>Sl. No</b>	<b>Project Name</b>	<b>Donor Agency Name</b>	<b>Duration of Assignment (MM/YY)</b>		<b>Amount (In rupees) of the work order for which Agreement entered</b>	<b>Geographical area of implementation (block, district, state)</b>	<b>Total no. of beneficiaries covered &amp; major components of the project</b>
			<b>From</b>	<b>To</b>			

Signature of the Authorised Signatory

**DECLARATION BY THE FNGO**

1. I/we have read and agreed to the terms and conditions relevant to Expression of Interest (EoI) vide advertisement No.:..... Date:.....and submit the proposal in accordance with the terms and condition of the above-mentioned notification.
2. The information furnished in the proposal are true and factually correct and I/we clearly understand that our proposal is liable for rejection, if any information furnished is found to be incorrect and not factual at any point of time and District authority and SSD Department will have the right to initiate any action as deemed fit.

Place:

Signature:

Date: Name:

Seal of the Organisation:

Designation:

**LIST OF DOCUMENTS TO BE ENCLOSED IN THE PROPOSAL**

<b>Sl. No.</b>	<b>Name of the Document</b>
1	Registration Certificate of the Agency
2	Last three years Audited statement of Accounts, Balance Sheet and Income– Expenditure returns.
3	Bio-data of the Staff members of the Agency
4	Agreement/ Work order for implementation/ facilitation of projects on education in rural/ tribal areas of with English medium Schools
5	Organizational Profile indicating domain expertise in the field of education related activities involved with special focus in tribal areas

**Selection Criteria of FNGO**

<b>Sl. No.</b>	<b>Parameter</b>	<b>Range</b>	<b>Marks</b>	<b>Maximum Marks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1	Annual average turn-over for last 3 years	<Rs. 10 lakhs	0	10
		Rs.10 – 20 lakhs	2	
		Rs.21 – 30 lakhs	4	
		Rs.31 – 50 lakhs	7	
		> Rs.50 lakhs	10	
2	Infrastructure (Office premises)			15
	State Level	Yes / No	5 / 0	
	District level	Yes / No	10 / 0	
3	Number of existing experienced Professional Staff	No experienced staff available	0	15
		English Medium curriculum Development professional	2	
		B.A.BEd (>2)	3	
		M.A, B.Ed (>2)	10	
4	Experience of implementing Education based Projects.	0 year	0	15
		1 – 2 years	4	
		3 – 5 years	8	
		6 – 10 years	12	
		> 10 years	15	
5	Experience of implementing such projects in the SC/ST areas	0 year	0	15
		1 – 2 years	2	
		3 – 5 years	5	
		6 – 10 years	10	
		> 10 years	15	
6	Presentation by the Agency (On Relevant experience* and Proposed plan of action for the Anwasha Program)			30

\* Relevant Past work – It may include the types of projects implemented by the FNGO, Coverage of the projects, their Achievements (Physical & Financial), Institutions created, Convergence made with other schemes, Evaluation of those projects, project publications. The projects may be in for Education/Assessment planning, designing and development for CBSE/ICSE affiliated curriculum.

# Draft Annual Action Plan – It may include the tentative Activities to be facilitated, Strategies to be adopted etc. by the FNGO over a period of one year, if engaged by SSD department as FNGO. This plan may follow Logical Framework Approach.

**Roles & Responsibilities of the Facilitating Non-Governmental Organisations.**

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- a) The basic responsibility of such FNGOs would be to assist district administration in locating potential children, screening them for admission and selecting the eligible and credible partner English Medium Schools as stipulated in the guidelines.
- b) Holding awareness/sensitisation meetings with parents of the potential children and motivating them to avail the benefits of the scheme.
- c) Provide handholding support to Anwasha Students by providing different audio, video and text materials to increase their interest in studies.
- d) Provide handholding support to Tutors in accessing educational resources from partner schools, website and develop their competency level.
- e) Collecting, Preparing and analysing different data required by district and departments from time to time on School, Hostel and Students of Anwasha program.
- f) Provide professional, technical and handholding support for planning, implementation & monitoring and capacity building of different stake holders
- g) Facilitate in opening of Bank Account of the beneficiaries, Aadhaar Card, Cast certificate etc.
- h) Providing regular capacity building training to Warden, Matron, CCA/LCCA and Tutors engaged in Anwasha Hostels on the basis of the directives issued by the SSD Department.
- i) Assessment of the newly admitted children to assess their academic competency from time to time at regular interval and suggest for provision of appropriate bridge course for the children and ensure its proper imparting.
- j) Review the performance of each existing students and provide detail feedback through assessment for their improvement and take appropriate steps for their improvement.
- k) Helping each and every child to participate in co-curricular and extra-curricular activities conducted in Schools and Hostels on the basis of their interest and talent.
- l) Act as a vital link between the DWO, Line Depts. And the School/Hostel.
- m) Monitoring & Evaluation:
  - i. Proper documentation and record keeping of their assessment and field visits.
  - ii. Field visits, for at least 20 days in a month, in the districts.
  - iii. Consolidation of monthly/quarterly Progress reports and Case Studies if any found for SSD department from time to time.
  - iv. Monitoring the day today activities of the boarders in the Hostels at regular intervals.

- v. Attend review meetings conducted by the District authorities, ST & SC Development Dept. & Odisha Tribal Development Society, ACME Cell, as and when required.
- vi. Provide data and information as required for the monitoring of the activities under the scheme to the District authorities, ST & SC Development Dept. and Odisha Tribal Development Society, ACME Cell, as & when required.

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