Andhra Pradesh

AP/01/GO				
Profile of Child Care Institution				
Name of Child Care Institution				**Superintendent Children's Home, Khammam**
Contact Details				
a) Name of Superintendent/Secretary				Smt. Ashoka Kumari Namburi
b) Address				Ashoka kumari. N. Superintendent
c) Phone				9701413979
d) Fax				-
e) Email				-
Type of Institution				**Children Home**
Run by				State Government
Year of Establishment of the Home				-
Supported by				State Government
Whether registered under 34(3) of JJ Act with the State Government				-
Number of inmates				
a) Capacity				100
b) Present Strength				100
Number of Children lodged in the home having families residing in the same State/UT				-
Reasons for staying in the home in case of children having families (provide details)				-
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	15	-	15
c)	10-15 years	75	-	75
d)	15-18 years	10	-	10
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	100	-	100

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		-
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	-
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	50	6 * 6	-	-
b)	Classrooms	7	15 * 20	-	-
c)	Sick room/ First Aid Room	1	12 * 15	-	-
d)	Kitchen	1	10 * 10	-	-
e)	Dinning Hall	1	15 * 20	-	-
f)	Recreation room	1	12 * 15	-	-
g)	Library	1	20 * 10	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	15 * 20	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	6	-	-	-
l)	Separate Latrines for boys and girls	6	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	1	-	-	-
Total area of the Campus (Sq. ft.)				4.800	
Whether the dormitories, classrooms and workshops have sufficient				Yes	

ventilation and Light	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M.A. BST	21,982	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	1	1	P.G.D.C.A.	-	-
i)	Store-keeper cum Accountant/ LDC	1	1	M.A.	15,301	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	7^{th}	1,829	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	1	1	7^{th}	15,900	-
p)	Helper	-	-	-	-	-
q)	Sweeper	1	1	10^{th}	15,301	-
r)	Any other	-	-	-	-	-
	Total	6	6	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	-
If Yes Please mention	-
Whether the organization maintains any specific Proforma for recording details of Information of every child	-
If Yes, what kind of information you have collected from children	-

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√

f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care	
MEDICAL CARE	
What are the health related services available for Children	-
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	-
Whether any trained Staff for first-aid	-
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	-
Any specialized services are provided for such children	Yes
If yes, Please provide in details	-
Whether ambulance facility is available for patients	-
Any other Facilities	-
NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	Chicken, Fruit, Sweet Rice
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	Year
b)	Winter Clothing(Jersey)	1	Year
c)	School Uniform	2	Year
d)	Under garments	2	Year
e)	Towel	1	Year
f)	Durry	2	Year
g)	Blanket	2	Year
h)	Pillow	1	Year

i)	Shoes/ Chappal	1	Year
j)	Tooth powder/paste	1	Year
k)	Soap	2	Year
l)	Oil	150 gm	Year
m)	Utensils (Plate and Glass)	-	Year

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	-	-
d)	Higher	√	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	40	-	40	Govt.	-	By Walk
c)	Secondary	-	-	-	-	-	-
d)	Higher	60	-	60	Govt.	-	By Walk
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate foe children	-
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	25	25	5 Months
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/	-	-	-	-

	mobile repairing				
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				P.G.D.C.A.	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Daily	
d)	Television	√		Daily	
e)	Picnic	√		Daily	
f)	Outings	√		Daily	
g)	Cultural Programme	√		Daily	
h)	Yoga	√		Daily	
i)	Debates	√		Daily	
j)	Radio	√		Daily	
k)	Any Other Classical Dance	√		Daily	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				-	
What types of books provide for Children				Bala Bharat Desam – Wisdom Chandamama Balamitha	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			Yes	
e)	Protection from mosquitoes			Yes	

f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		-
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		-
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		Yes
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		-
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		I Smt. N. Ashokakumari who is willing to attend the NIPCCD to build my knowledge.

AP/02/GO				
Profile of Child Care Institution				
Name of Child Care Institution				**Children's Home Banswada, Nizamabad**
Contact Details				
a) Name of Superintendent/Secretary				P. Jayalatha
b) Address				H.No. 2-1-10, Gowliguda, BNS
c) Phone				08466-226880
d) Fax				-
e) Email				-
Type of Institution				**Children Home (Girls)**
Run by				State Government (Women and Child Welfare Department)
Year of Establishment of the Home				1975
Supported by				MWCD and State Government
Whether registered under 34(3) of JJ Act with the State Government				-
Number of inmates				
a) Capacity				55
b) Present Strength				52
Number of Children lodged in the home having families residing in the same State/UT				-
Reasons for staying in the home in case of children having families (provide details)				-
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	16	-	16
c)	10-15 years	31	-	31
d)	15-18 years	5	-	5
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-

g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	2	-	-	-
b)	Classrooms	1	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	1	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	1	-	-	-
l)	Separate Latrines for boys and girls	2	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	-
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	-	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	S.S.L.C.	22,987	16-06-09
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	4^{th}	18,417	16-07-09
n)	House Aunty	-	-	-	-	-
o)	Security Guard	1	1	-	20,035	01-06-05
p)	Helper	1	1	-	20,035	17-06-08
q)	Sweeper	1	1	6^{th}	20,035	17-06-08
r)	Any other	-	-	-	-	-
	Total	6	5	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	-
If Yes Please mention	-
Whether the organization maintains any specific Proforma for recording details of Information of every child	-
If Yes, what kind of information you have collected from children	-

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	-

d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	-
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	-
Does the home have a Medical Care Unit for health check-up of Children	No
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	Yes
Whether any trained Staff for first-aid	No
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	√
How many children are suffering from communicable diseases and HIV/AIDS	-
Any specialized services are provided for such children	No
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	Java, Bread, Upma etc.
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	1	Year
c)	School Uniform	2	Year
d)	Under garments	-	-
e)	Towel	1	Year
f)	Durry	-	-

g)	Blanket	1	Year
h)	Pillow	-	-
i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	-	-
k)	Soap	1	Month
l)	Oil	1	Month
m)	Utensils (Plate and Glass)	-	-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	26	-	26	Govt.	1 km	By Walk
c)	Secondary	17	-	17	Govt.	1 km	By Walk
d)	Higher	9	-	9	Govt.	1 km	By Walk
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-

g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				No	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Weekly	
b)	Outdoor games	-		-	
c)	Music	-		-	
d)	Television	√		Weekly	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	√		Yearly	
h)	Yoga	√		Daily	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				-	
What types of books provide for Children				Stories, G.K. etc.	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			Yes	
e)	Protection from mosquitoes			Yes	

f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	No
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	No
h)	Sufficient space for washing	No
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		No
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/03/GO				
Profile of Child Care Institution				
Name of Child Care Institution				**St. Children Home Manugar**
Contact Details				
a) Name of Superintendent/Secretary				Smt. B. Saraswathi
b) Address				Manugar, khamam Dist. A.P.
c) Phone				-
d) Fax				-
e) Email				-
Type of Institution				**Children Home (Girls)**
Run by				State Government, ICDS (Women and Child Welfare Department)
Year of Establishment of the Home				-
Supported by				State Government
Whether registered under 34(3) of JJ Act with the State Government				**Yes**
Number of inmates				
a) Capacity				100
b) Present Strength				100
Number of Children lodged in the home having families residing in the same State/UT				-
Reasons for staying in the home in case of children having families (provide details)				-
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	-	-	-
d)	15-18 years	-	-	-
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	100	-	-

Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Lodging & Boarding, Education with School Dress
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		Yes
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	4	20 * 20	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	10 * 15	-	-
e)	Dinning Hall	1	20 * 20	-	-
f)	Recreation room	-	-	-	-
g)	Library	1	10 * 10	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	10 * 10	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	2	-	-	-
l)	Separate Latrines for boys and girls	6	-	-	-
m)	Store room	1	10 * 10	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	

Whether the dormitories, classrooms and workshops have sufficient	Yes

ventilation and Light						
MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	B.A.	17,880	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	5^{th}	9,132	-
n)	House Aunty	1	1	-	8,076	-
o)	Security Guard	1	1	-	7,891	-
p)	Helper	1	1	10^{th}	8,913	-
q)	Sweeper	-	-	-	-	-
r)	Any other	-	-	-	-	-
	Total	5	5	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	-
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	-

Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√

f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	-
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE	
What are the health related services available for Children	-
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	Monthly
Whether any trained Staff for first-aid	No
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	-
Any specialized services are provided for such children	No
If yes, Please provide in details	-
Whether ambulance facility is available for patients	Yes
Any other Facilities	-
NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Three
What types of special diet is provided for sick infant or children	As suggested by Doctor, Fruits, Milk, Bread.
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	-	-
c)	School Uniform	-	-
d)	Under garments	-	-
e)	Towel	-	-
f)	Durry	-	-
g)	Blanket	-	-
h)	Pillow	-	-

i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	-	-
k)	Soap	-	-
l)	Oil	-	-
m)	Utensils (Plate and Glass)	-	-
n)	Winter Clothing(Jersey)	-	-
o)	School Uniform	-	-
p)	Under garments	-	-
q)	Towel	-	-
r)	Durry	-	-
s)	Blanket	-	-
t)	Pillow	-	-
u)	Shoes/ Chappal	-	-
v)	Tooth powder/paste	-	-
w)	Soap	-	-
x)	Oil	-	-
y)	Utensils (Plate and Glass)	-	-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	100	Govt.	2 km	By Bus
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	-
If No, what are the other facilities required	-

VOCATIONAL TRAINING

	mobile repairing				
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				-	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	-		-	
b)	Outdoor games	√		Daily	
c)	Music	-		-	
d)	Television	√		Daily	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	-		-	
h)	Yoga	√		Daily	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				-	
What types of books provide for Children				6:00 p.m.	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			Yes	
e)	Protection from mosquitoes			Yes	
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)			No	

g)	Sufficient number of bathrooms (at least one bathroom for ten children)	No
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		-
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		-
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		-
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		-
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/04/GO				
Profile of Child Care Institution				
Name of Child Care Institution				**Children Home , Nuzvid**
Contact Details				
a) Name of Superintendent/Secretary				T.K.V. Lakshmi Kantam
b) Address				Children Home, Nuzvid
c) Phone				08656-234883
d) Fax				-
e) Email				-
Type of Institution				**Children Home**
Run by				State Government
Year of Establishment of the Home				1963
Supported by				State Government
Whether registered under 34(3) of JJ Act with the State Government				**No**
Number of inmates				
a) Capacity				70
b) Present Strength				69
Number of Children lodged in the home having families residing in the same State/UT				-
Reasons for staying in the home in case of children having families (provide details)				-
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	31	-	31
c)	10-15 years	38	-	38
d)	15-18 years	-	-	-
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	2	-	2
c)	6-12 month	-	-	-
d)	1-2 years	50	-	50
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	17	-	17
Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total

		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	No
Any other registration	-
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	-

INFRASTRUCTURE

Infrastructure available

a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	1	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	5	-	-	-
l)	Separate Latrines for boys and girls	7	-	-	-
m)	Store room	-	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				1574 Sq. ft	

Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	-	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other	-	-	-	-	-
	Total	-	-	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Orphans, Semi Orphans, EBC
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	-

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor’s book	√

h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		No
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		-
Whether any trained Staff for first-aid		-
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		None
Any specialized services are provided for such children		No
If yes, Please provide in details		-
Whether ambulance facility is available for patients		Yes
Any other Facilities		-
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		-
What types of special diet is provided for sick infant or children		Yes
How many cooks are there		-
Whether children are helping at the time of cooking in any way		Yes
Whether any Nutrition and Child Development Officer is there		No
CLOTHING AND BEDDING		
How many sets of clothes, bedding and other articles are given to children		

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	-	-
c)	School Uniform	-	-
d)	Under garments	-	-
e)	Towel	-	-
f)	Durry	-	-
g)	Blanket	-	-
h)	Pillow	-	-
i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	-	-

k)	Soap	-	-
l)	Oil	-	-
m)	Utensils (Plate and Glass)	-	-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	42	-	42	-	-	-
c)	Secondary	-	-	-			
d)	Higher	27	-	27	-	½ km	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-

j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				No	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				No	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	-		-	
b)	Outdoor games	-		-	
c)	Music	-		-	
d)	Television	-		-	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	-		-	
h)	Yoga	-		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				No	
If Yes, Opening timing or day				-	
What types of books provide for Children				-	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			No	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			-	
e)	Protection from mosquitoes			No	
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)			Yes	
g)	Sufficient number of bathrooms (at least one bathroom for ten children)			Yes	

h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		Lions Club
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		Nuzvid

AP/05/GO				
Profile of Child Care Institution				
Name of Child Care Institution				**Children Home**
Contact Details				
a) Name of Superintendent/Secretary				A.V.S Nageshwari
b) Address				Patharamannaget
c) Phone				9866728794
d) Fax				-
e) Email				-
Type of Institution				**Children Home**
Run by				-
Year of Establishment of the Home				-
Supported by				State Government
Whether registered under 34(3) of JJ Act with the State Government				-
Number of inmates				
a) Capacity				130
b) Present Strength				83
Number of Children lodged in the home having families residing in the same State/UT				78
Reasons for staying in the home in case of children having families (provide details)				Disputes of their parents and economical backwardness
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	19	-	19
c)	10-15 years	58	-	58
d)	15-18 years	6	-	6
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	17	-	17
d)	1-2 years	33	-	33
e)	2-3 years	16	-	16
f)	3-4 years	5	-	5
g)	4-5 years	1	-	1
h)	More than 5 Years	11	-	11
Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total

		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	1	-	1

What are the facilities and support services provided for the children staying in Home	Special Care
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	-
Any other registration	-
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	-
If Yes, Please Specify the Facilities provided	-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	130	83
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	5	-	-	-
l)	Separate Latrines for boys and girls	10	-	-	-
m)	Store room	2	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				281.774 Sq. m	

Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	No

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	-	B.A.	19,463	15th May 2008
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	-	B.A.	17,444	27th Aug. 2008
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	-	S.S.C	15,974	17th June 2009
n)	House Aunty	0	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	-	S.S.C	13,026	-
q)	Sweeper	1	-	S.S.C	20,717	-
r)	Any other	1	-	S.S.C	-	-
	Total	-	-	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES	
Whether the organization is following any criteria for admission of children in Homes	-
If Yes Please mention	-
Whether the organization maintains any specific Proforma for recording details of Information of every child	-
If Yes, what kind of information you have collected from children	-

Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√

g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care	
MEDICAL CARE	
What are the health related services available for Children	-
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	Monthly once only second Saturday.
Whether any trained Staff for first-aid	No
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	None
Any specialized services are provided for such children	-
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-
NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Four
What types of special diet is provided for sick infant or children	Nutrient food
How many cooks are there	One
Whether children are helping at the time of cooking in any way	Yes
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	Year
b)	Winter Clothing(Jersey)	1	Year
c)	School Uniform	2	Year
d)	Under garments	2	Year
e)	Towel	1	Year
f)	Durry	-	-
g)	Blanket	1	Year
h)	Pillow	1	Year
i)	Shoes/ Chappal	-	-

j)	Tooth powder/paste	-	-
k)	Soap	-	-
l)	Oil	-	-
m)	Utensils (Plate and Glass)	2	Year

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	√	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	32	-	32	-	½ km	By Walk
c)	Secondary	25	-	25		½ km	By Walk
d)	Higher	26	-	26	-	½ km	By Walk
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	No
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	Daily Tuition, Library.

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-

i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				-	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Weekly	
b)	Outdoor games	√		Weekly	
c)	Music	-		-	
d)	Television	√		Weekly	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	√		Weekly	
h)	Yoga	-		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other Guide Training	√		Monthly	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				-	
What types of books provide for Children				Story Books	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			Yes	
e)	Protection from mosquitoes			Yes	
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)			Yes	

g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		-
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		-
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		-
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/06/GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home, SC-II**
Contact Details	
a) Name of Superintendent/Secretary	Smt. I. Lakshmi Kumari
b) Address	8-3-222, State Home Building, Ameev Pet, Hyderabad
c) Phone	9848952026
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government
Year of Establishment of the Home	-
Supported by	State Government
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	60
b) Present Strength	58
Number of Children lodged in the home having families residing in the same State/UT	Nil
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	30	-	30
c)	10-15 years	28	-	28
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	18	-	18
c)	6-12 month	7	-	7
d)	1-2 years	6	-	6
e)	2-3 years	2	-	2
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	25	-	25

Number of “Children with special needs” in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	1	-	1
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Education, Games, Computer, Spoken English, Extra Curriculum Activities
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		State Government Institution
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	-
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	2	20 * 50	60	60
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	60	60
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	6	6
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	8	-	-	-
l)	Separate Latrines for boys and girls	-	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	1	-	60	60
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient				Yes	

ventilation and Light	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	B.Com.	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	1	-	-	-
q)	Sweeper	1	1	-	-	-
r)	Any other	1	1	-	-	-
	Total	6	6	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Orphans, Semi- orphans, Military Jawans Children's
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Caste, Income, Parent Death Certificate, Medical Report, Photographs

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	√

d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	-
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	10:00 a.m. to 8:00 p.m.
Frequency of Doctor's visit	Once in a Month
Whether any trained Staff for first-aid	No
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	No
Any specialized services are provided for such children	No
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Four
What types of special diet is provided for sick infant or children	Bread, Milk, Fruits.
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Year
b)	Winter Clothing(Jersey)	1	Year
c)	School Uniform	2	Year
d)	Under garments	2	Year
e)	Towel	2	Year
f)	Durry	1	Year

g)	Blanket	1	Year
h)	Pillow	1	Year
i)	Shoes/ Chappal	2	Year
j)	Tooth powder/paste	1	Month
k)	Soap	2	Month
l)	Oil	100 gm	Month
m)	Utensils (Plate and Glass)	1	Year

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	√	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other Ą Tuitions	√	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	10	-	10	-	1 km	By Walk
c)	Secondary	40	-	40		1 km	By Walk
d)	Higher	8	-	8	-	1 km	By Walk
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-

f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				No	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Weekly	
d)	Television	√		Weekly	
e)	Picnic	√		Yearly	
f)	Outings	√		Yearly	
g)	Cultural Programme	√		Weekly	
h)	Yoga	√		Daily	
i)	Debates	√		Monthly	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Sunday	
What types of books provide for Children				Story Books, Class Books and General Knowledge.	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	

d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		By the department- Women and Child Development and Child Welfare
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/07/GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home, SC-I**
Contact Details	
a) Name of Superintendent/Secretary	Smt. P. D. K. Harathi
b) Address	3-2-116, Nimboliadda, Hyderabad, A.P.
c) Phone	040-24605699
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government
Year of Establishment of the Home	1961
Supported by	State Government
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	60
b) Present Strength	52
Number of Children lodged in the home having families residing in the same State/UT	Nil
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	26	-	26
c)	10-15 years	26	-	26
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	2	-	2
d)	1-2 years	20	-	20
e)	2-3 years	-	-	-
f)	3-4 years	5	-	5
g)	4-5 years	25	-	25
h)	More than 5 Years	52	-	52

Number of “Children with special needs” in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Education, Extra Curriculum Activities
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		State Government Institution
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	-
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	6	10 * 10	60	60
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	60	60
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	6	6
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	3	-	-	-
l)	Separate Latrines for boys and girls	5	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				3337.4 Sq. Ft.	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	B.A.	33,455	2006
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	1	-	-	-
q)	Sweeper	1	1	-	-	-
r)	Any other Night Watch Pen	1	1	-	-	-
	Total	6	6	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES		
Whether the organization is following any criteria for admission of children in Homes		Yes
If Yes Please mention		-
Whether the organization maintains any specific Proforma for recording details of Information of every child		Yes
If Yes, what kind of information you have collected from children		Caste, Income, Parent Death Certificate, Medical Report, Photographs
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	√
d)	Medical file or medical report	√

e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	-
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	10:00 a.m.
Frequency of Doctor's visit	Once in a Month
Whether any trained Staff for first-aid	No
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	Nil
Any specialized services are provided for such children	No
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Four
What types of special diet is provided for sick infant or children	Bread, Milk, Fruits and Chapati
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	Year
b)	Winter Clothing(Jersey)	1	Year
c)	School Uniform	2	Year
d)	Under garments	2	Year
e)	Towel	2	Year
f)	Durry	1	Year
g)	Blanket	-	Year

h)	Pillow	1	Year
i)	Shoes/ Chappal	2	Year
j)	Tooth powder/paste	1	Month
k)	Soap	2	Month
l)	Oil	100 gm	Month
m)	Utensils (Plate and Glass)	1	Year

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	√	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other Ą Tuitions	√	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	26	-	26	Govt.	1 km	By Walk
c)	Secondary	26	-	26	Govt.	1 km	By Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	-

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-

g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				No	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Weekly	
d)	Television	√		Weekly	
e)	Picnic	√		Yearly	
f)	Outings	√		Yearly	
g)	Cultural Programme	√		Weekly	
h)	Yoga	√		Daily	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Sunday	
What types of books provide for Children				Story Books, Class Books and General Knowledge.	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			Yes	

e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		By the department- Women and Child Development and Child Welfare
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		-
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/08/GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home Pelinthakenta, Allagadda**
Contact Details	
a) Name of Superintendent/Secretary	B. Umamaheswararra
b) Address	Children Home, Pelinthakenta, Allagadda
c) Phone	08519-200669
d) Fax	-
e) Email	-
Type of Institution	**Children Home**
Run by	State Government (Women and Child Welfare Department, Allagadda)
Year of Establishment of the Home	1956
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	-
Number of inmates	
a) Capacity	60
b) Present Strength	60
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	31	-	31
c)	10-15 years	29	-	29
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-

g)	4-5 years	-	-	-
h)	More than 5 Years	60	-	60
Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	-
Any other registration	-
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	-
If Yes, Please Specify the Facilities provided	-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	1	855	60	60
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	116	-	-
e)	Dinning Hall	2	-	-	-
f)	Recreation room	1	-	-	-
g)	Library	1	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	8	-	-	-
l)	Separate Latrines for boys and girls	8	-	-	-
m)	Store room	2	699	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)					286 m	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light					Yes	
MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	-	M/A	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	1	-	MBBS	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	10^{th}	25,684	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	-	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other (Please Specify)	-	-	-	-	-
	Total	8	5	-	-	-
CRITERIA FOR ADMISSION IN CHILDREN HOMES						
Whether the organization is following any criteria for admission of children in Homes					Yes	
If Yes Please mention					Selected by the project director	
Whether the organization maintains any specific Proforma for recording details of Information of every child					Yes	
If Yes, what kind of information you have collected from children					Family background	
Maintenance of Registers/Record Maintenance						
S. No.	Details of Register				Please tick √	
a)	Admission and discharge register				√	
b)	Individual Care Plan				-	

c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		Health Checkups
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		-
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		None
Any specialized services are provided for such children		No
If yes, Please provide in details		-
Whether ambulance facility is available for patients		Yes
Any other Facilities		Rotary Club members, Doctors Co-oprostim.
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Two
What types of special diet is provided for sick infant or children		-
How many cooks are there		One
Whether children are helping at the time of cooking in any way		Yes
Whether any Nutrition and Child Development Officer is there		No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	2	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	-	Yearly

e)	Towel	1	Yearly
f)	Durry	-	-
g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	1	Monthly
k)	Soap	2	Monthly
l)	Oil	100 gm	Monthly
m)	Utensils (Plate and Glass)	2	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	√
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	√	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	31	-	31	Govt.	1km	By Walk
c)	Secondary	10		10	Govt.	2 ½ km	By Walk
d)	Higher	19	-	19	Govt.	2 ½ km	By Walk
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	Govt.	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate foe children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-

e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				No	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		-	
b)	Outdoor games	√		-	
c)	Music	-		-	
d)	Television	√		Weekly	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	√		-	
h)	Yoga	-		-	
i)	Debates	√		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Sunday and Holiday	
What types of books provide for Children				Story Books	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	

c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	-
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		No
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		Project Director and Regional Deputy Director, Other Department Officers frequently visit
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Departmental Trainings, eg. J.C.D.S. Training Adolescent Girls Trainings
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		Î Superintendent and Matron for Training at NIPCCD

AP/09/GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home Miryalguda**
Contact Details	
a) Name of Superintendent/Secretary	B. Pavani
b) Address	Opp. Jubjail, Miryalguda, Nalgonda District
c) Phone	9492526164
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government (Women and Child Welfare Department)
Year of Establishment of the Home	1979
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Don't know**
Number of inmates	
a) Capacity	60
b) Present Strength	55
Number of Children lodged in the home having families residing in the same State/UT	27
Reasons for staying in the home in case of children having families (provide details)	Poor Economic Status, Lack of Care and Protection from family, Discrimination on girl Child.

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	19	-	19
c)	10-15 years	36	-	36
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-

e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	55	-	55

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		N.A.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		-
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	2	31`.9``*16.0``	30	55
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	1	23`.6``*11'.0``	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	23`.6``*11'.0``	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	3	-	-	-
l)	Separate Latrines for boys and girls	4	-	-	-
m)	Store room	1	699	-	-

n)	Play Ground	1	220.25	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				No	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M. Sc.	15,000	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	10^{th}	25,000	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	-	20,000	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	1	1	-	12,000	-
p)	Helper	1	1	-	20,000	-
q)	Sweeper	1	1	-	20,000	-
r)	Any other (Please Specify)	-	-	-	-	-
	Total	6	6	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Priority given to Orphan and Semi Orphan Children
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Family background, Economic Status, Health and Academic Performance
Maintenance of Registers/Record Maintenance	

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		-
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		3 Months
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		None
Any specialized services are provided for such children		N.A.
If yes, Please provide in details		-
Whether ambulance facility is available for patients		No
Any other Facilities		-
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Five
What types of special diet is provided for sick infant or children		Rasimalt with milk, bread and milk, butter milk and fruits.
How many cooks are there		One
Whether children are helping at the time of cooking in any way		Yes
Whether any Nutrition and Child Development Officer is there		No
CLOTHING AND BEDDING		
How many sets of clothes, bedding and other articles are given to children		

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	Yearly

b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	1	Yearly
d)	Under garments	1	Yearly
e)	Towel	1	Yearly
f)	Durry	1	Yearly
g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	1	Yearly
j)	Tooth powder/paste	-	-
k)	Soap	1	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	√	-
e)	Non-formal classes	-	-
f)	Private coaching	√	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	1	-	1	Private	½ km	By Walk
b)	Primary	32	-	32	Govt.	½ km	By Walk
c)	Secondary	23	-	23	Govt.	½ km	By Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate foe children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-

b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				Yes	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Weekly	
b)	Outdoor games	-		-	
c)	Music	-		-	
d)	Television	√		Weekly	
e)	Picnic	-		-	
f)	Outings	√		Yearly	
g)	Cultural Programme	-		-	
h)	Yoga	√		Daily	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				5:00 – 6:00 p.m., Daily 10:00 – 12:00 a.m. In holidays	
What types of books provide for Children				Story Books, General Knowledge books, Study Material and Health	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					

S. No.	Details of Sanitation and Hygiene	Yes/No
a)	Sufficient treated and filtered drinking water	Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Î Vandana Organisation-Miryalguda Î Lions Club of Nagarjuna Î Rotary Club Î Innerwheel Society Î Dhyanandra Pradesh Î Other local agencies

Suggestion of CWC/Inspection Committee	-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î Both training programmes and workshops

AP/10/GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home (SC)**
Contact Details	
a) Name of Superintendent/Secretary	A. Jayalakshmi
b) Address	Children Home (SC), Vijayawada-2
c) Phone	9849192637
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government (Women and Child Welfare Department)
Year of Establishment of the Home	1987
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	-
b) Present Strength	60
Number of Children lodged in the home having families residing in the same State/UT	60
Reasons for staying in the home in case of children having families (provide details)	Economically backward children.

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	-	-	-
d)	15-18 years	60	-	60

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-

h)	More than 5 Years	60	-	60

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Providing Food, Bed, Uniform, Shelter, Learning Education and Discipline to the Children.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		Yes
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	2	2
e)	Dinning Hall	-	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	4	-	-	-
l)	Separate Latrines for boys and girls	4	-	-	-
m)	Store room	2	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	-
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M. A.	32,000	15-08-2008
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	-	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	1	9th	20,000	-
q)	Sweeper	-	-	-	-	-
r)	Any other Attender	1	-	-	-	-
	Total	3	2	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Orphan, Semi Orphan and Economically Backward.
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Orphan, Semi Orphan, Economically Background, Date of Birth, City, Father Name, Mother Name about Studies.
Maintenance of Registers/Record Maintenance	

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		Health Check Up
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		-
Whether any trained Staff for first-aid		-
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		-
Any specialized services are provided for such children		-
If yes, Please provide in details		-
Whether ambulance facility is available for patients		No
Any other Facilities		-
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Three
What types of special diet is provided for sick infant or children		Milk and Bread.
How many cooks are there		One
Whether children are helping at the time of cooking in any way		No
Whether any Nutrition and Child Development Officer is there		No
CLOTHING AND BEDDING		
How many sets of clothes, bedding and other articles are given to children		

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	Year

b)	Winter Clothing(Jersey)	-	-
c)	School Uniform	1	2 Year
d)	Under garments	1	-
e)	Towel	1	2 Year
f)	Durry	-	-
g)	Blanket	1	2 Year
h)	Pillow	1	Year
i)	Shoes/ Chappal	1	Year
j)	Tooth powder/paste	1	Year
k)	Soap	1	3 Year
l)	Oil	1	Year
m)	Utensils (Plate and Glass)	1	Year

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	√	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	20	-	20	Private	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	36	-	36	Govt.	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate foe children	No
If No, what are the other facilities required	Own Building

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-

b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				-	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		-	
b)	Outdoor games	√		-	
c)	Music	-		-	
d)	Television	√		-	
e)	Picnic	√		-	
f)	Outings	-		-	
g)	Cultural Programme	√		-	
h)	Yoga	√		-	
i)	Debates	√		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Saturday, 6:00	
What types of books provide for Children				Story Books, General Knowledge books etc.	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S.	Details of Sanitation and Hygiene			Yes/No	

No.		
a)	Sufficient treated and filtered drinking water	-
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	-
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	-
i)	Clean and fly-proof kitchen	-
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		Care and Share
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		-
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Î Care and Share for Education purpose.
Suggestion of CWC/Inspection Committee		Î Joining the Children in the home
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/11/GO				
Profile of Child Care Institution				
Name of Child Care Institution				**Children Home, Girls**
Contact Details				
a) Name of Superintendent/Secretary				Ch. Krishna Devi
b) Address				Vijayawada, Near Civil Court
c) Phone				08662574773
d) Fax				-
e) Email				-
Type of Institution				**Children Home (Girls)**
Run by				State Government
Year of Establishment of the Home				1966
Supported by				State Govt.
Whether registered under 34(3) of JJ Act with the State Government				-
Number of inmates				
a) Capacity				70
b) Present Strength				67
Number of Children lodged in the home having families residing in the same State/UT				70
Reasons for staying in the home in case of children having families (provide details)				Economically backward and Orphans
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	30	-	30
d)	15-18 years	37	-	37
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	67	-	67
Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total

		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	Food, Shelter, Education and Daily Needs
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	-
Any other registration	-
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	-

INFRASTRUCTURE

Infrastructure available	
a) Owned	-
b) Rented	√
c) Lease	-
d) Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	1	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	-	-	-	-
f)	Recreation room	1	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	4	-	-	-
l)	Separate Latrines for boys and girls	4	-	-	-
m)	Store room	2	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	-
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	-	B. A.	31,350	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	-	-	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other	-	-	-	-	-
	Total	2	-	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Because they are coming EBC and Orphans.
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Knowing the Child details.

Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√

g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care	
MEDICAL CARE	
What are the health related services available for Children	Health Check Up
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	-
Whether any trained Staff for first-aid	No
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	-
Any specialized services are provided for such children	-
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-
NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Three
What types of special diet is provided for sick infant or children	Milk and Bread.
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	Yes
CLOTHING AND BEDDING	
How many sets of clothes, bedding and other articles are given to children	

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	Yearly
b)	Winter Clothing(Jersey)	-	-
c)	School Uniform	2	Yearly
d)	Under garments	2	Yearly
e)	Towel	1	Yearly
f)	Durry	-	-
g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	1	Yearly

j)	Tooth powder/paste	1	Monthly
k)	Soap	2	Monthly
l)	Oil	100 gm	Monthly
m)	Utensils (Plate and Glass)	1	Year

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	-	-
d)	Higher	√	-
e)	Non-formal classes	-	-
f)	Private coaching	√	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	30	-	30	Govt.	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	37	-	37	Govt.	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-

i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				-	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Per Week	
b)	Outdoor games	√		Per Week	
c)	Music	-		-	
d)	Television	√		Per Week	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	-		-	
h)	Yoga	-		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other: Computer	√		Per Week	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Sunday, Holidays	
What types of books provide for Children				General Knowledge etc.	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			Yes	
e)	Protection from mosquitoes			Yes	
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)			No	

g)	Sufficient number of bathrooms (at least one bathroom for ten children)	No
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		-
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		Î Joining the Children in the home
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/12 /GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home, Alwal, Rangareddy District.**
Contact Details	
a) Name of Superintendent/Secretary	Smt. D. Sarada (FAC)
b) Address	1-5-103, Old Alwal
c) Phone	27974136
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government
Year of Establishment of the Home	1970
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	60
b) Present Strength	47
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	19	-	19
c)	10-15 years	28	-	28
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	8	-	8
d)	1-2 years	10	-	10
e)	2-3 years	7	-	7
f)	3-4 years	6	-	6
g)	4-5 years	5	-	5
h)	More than 5 Years	11	-	11

Number of “Children with special needs” in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	1	-	1
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	Education, Accommodation, Food, Games (Indoor and outdoor), Cultural Programmes.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	Yes
Any other registration	Nil
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	60	2 ½ * 5	60	47
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	12 * 12	1	-
e)	Dinning Hall	1	12 * 12	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	12 * 10	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	5	6 * 3 ½	-	-
l)	Separate Latrines for boys and girls	5	6 * 3 ½	-	-
m)	Store room	1	10 * 10	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				1000	

Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	FAC	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	1	8^{th}	-	-
q)	Sweeper	1	1	-	-	-
r)	Any other- Watchmen	1	-	-	-	-
	Total	5	4	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Orphans, Semi- Orphans, Military Jawan.
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Parents death certificates, photos, Identity Care Certificate, Caste Certificate, Medical Reports

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √

a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	Yes
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	Tuesday
Frequency of Doctor's visit	Once in a Month
Whether any trained Staff for first-aid	No
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	None
Any specialized services are provided for such children	No
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Four
What types of special diet is provided for sick infant or children	Milk, Fruits and Bread.
How many cooks are there	One
Whether children are helping at the time of cooking in any way	-
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly
b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	2	Yearly

d)	Under garments	2	Yearly
e)	Towel	1	Yearly
f)	Durry	1	Yearly
g)	Blanket	2	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	1	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	100 gm	Monthly
m)	Utensils (Plate and Glass)	1+1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	√	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	22	-	22	Govt.	½ km	By Walk
c)	Secondary	12	-	12	Govt.	½ km	By Walk
d)	Higher	13	-	13	Govt.	½ km	By Walk
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-

d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				No	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				-	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Daily	
d)	Television	√		Weekly	
e)	Picnic	√		Monthly	
f)	Outings	√		Yearly	
g)	Cultural Programme	√		Monthly	
h)	Yoga	√		Daily	
i)	Debates	√		Monthly	
j)	Radio	-		-	
k)	Any Other:	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Daily, Full time	
What types of books provide for Children				Story Books, General Knowledge, Leaders, All in one, Dictionary.	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	

b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		State Govt.
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		By the department
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Î Women Development and Child Welfare Department.
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/13 /GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home, SPSR Nellore District**
Contact Details	
a) Name of Superintendent/Secretary	G. Vijayalakshmamma
b) Address	Children Home, Venkatagiri, Nellore District
c) Phone	9885246298
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government (Women and Child Development Department)
Year of Establishment of the Home	1981
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	100
b) Present Strength	60
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	Orphans, Semi-Orphans, E.B.C.

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	9	-	9
c)	10-15 years	51	-	51
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-

g)	4-5 years	19	-	19
h)	More than 5 Years	41	-	41
Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	-
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	1	20`*11`10``	10	10
d)	Kitchen	1	17`9``*8`	-	-
e)	Dinning Hall	1	30`*11`10`	60	60
f)	Recreation room	1	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	30`*11`10`	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	4	17`9``*8`	-	-
l)	Separate Latrines for boys and girls	4	17`9``*6`	-	-
m)	Store room	1	11`10``*7`	-	-
n)	Play Ground	-	138`*78`	-	-
o)	Vocational Training Centre	1	11`10``*8`10``	-	-

Total area of the Campus (Sq. ft.)				29,797		
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes		
MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	B.A.	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	0	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	1	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other	-	-	-	-	-
	Total	4	3	-	-	-
CRITERIA FOR ADMISSION IN CHILDREN HOMES						
Whether the organization is following any criteria for admission of children in Homes				Yes		
If Yes Please mention				Query Report, Medical Certificate and Cast Certificate		
Whether the organization maintains any specific Proforma for recording details of Information of every child				Yes		
If Yes, what kind of information you have collected from children				Orphan, Semi Orphans and E.B.C.		
Maintenance of Registers/Record Maintenance						
S. No.	Details of Register			Please tick √		
a)	Admission and discharge register			√		
b)	Individual Care Plan			√		

c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	-
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	Medical Services
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	Tuesday
Frequency of Doctor's visit	Quarterly Visit
Whether any trained Staff for first-aid	No
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	-
Any specialized services are provided for such children	-
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	-
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly
b)	Winter Clothing(Jersey)	2	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	2	Yearly
e)	Towel	2	Yearly

f)	Durry	-	-
g)	Blanket	2	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	100 gm	Monthly
m)	Utensils (Plate and Glass)	1+1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	9	-	9	Govt.	½ km	By Walk
c)	Secondary	51	-	51	Govt.	½ km	By Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-

f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				-	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Per Week	
b)	Outdoor games	√		Per Week	
c)	Music	-		-	
d)	Television	√		Per Week	
e)	Picnic	√		Yearly	
f)	Outings	√		Holidays	
g)	Cultural Programme	√		Yearly	
h)	Yoga	√		Daily	
i)	Debates	√		Yearly	
j)	Radio	-		-	
k)	Any Other:	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Weekly	
What types of books provide for Children				Story Books, General Knowledge, Historical and Mythology.	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	

c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	No
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	No
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		-
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		-
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		-
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		-
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		Î Orientation Training on Child Rights And Protection Programmes attended to Superintendent Children Home Venkatagiri

AP/14 /GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home Nellore District**
Contact Details	
a) Name of Superintendent/Secretary	M.V.Subbamma
b) Address	Police Colony- Darganitta
c) Phone	0861-2310711
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government (Women and Child Development Department)
Year of Establishment of the Home	1970
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Don't know**
Number of inmates	
a) Capacity	60
b) Present Strength	56
Number of Children lodged in the home having families residing in the same State/UT	Nil
Reasons for staying in the home in case of children having families (provide details)	Orphans, Semi-Orphans, E.B.C.

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	10	-	10
c)	10-15 years	46	-	46
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-

h)	More than 5 Years	-	-	-

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		Lodging, Boarding, Reading, Sports and Games

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	60	56
b)	Classrooms	4	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	1	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	4	-	-	-
l)	Separate Latrines for boys and girls	4	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	-
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	B.A., B.Ed.	33,000	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	10^{th}	26,000	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	9^{th}	12,000	-
n)	House Aunty	1	1	10^{th}	15,000	-
o)	Security Guard	1	1	5^{th}	15,000	-
p)	Helper	1	1	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other	-	-	-	-	-
	Total	6	6	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Admission Form- Enquiry Report, Medical Certificate Caste- Income
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Orphan, Semi Orphans and E.B.C.

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√

b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	-
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	Monthly Once
Frequency of Doctor's visit	Monthly Once
Whether any trained Staff for first-aid	No
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	None
Any specialized services are provided for such children	No
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	Provided Nutrition diet for sick children
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly
b)	Winter Clothing(Jersey)	2	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	2	Yearly

e)	Towel	2	Yearly
f)	Durry	1	Yearly
g)	Blanket	2	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	1	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	100 gm	Monthly
m)	Utensils (Plate and Glass)	1+1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	10	-	10	Govt.	½ km	By Walk
c)	Secondary	46	-	46	Govt.	½ km	By Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	Tution and Computer Teachers

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-

d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				No	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Per Week	
c)	Music	-		-	
d)	Television	√		Per Week	
e)	Picnic	√		Yearly	
f)	Outings	√		Monthly	
g)	Cultural Programme	√		Festivals	
h)	Yoga	√		Daily	
i)	Debates	√		Monthly	
j)	Radio	-		-	
k)	Any Other:	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Sunday	
What types of books provide for Children				General Knowledge and Historical Stories	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	

b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		No
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/15 /GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home Guntur District**
Contact Details	
a) Name of Superintendent/Secretary	G. Subharra
b) Address	Children Home, 2P Compound
c) Phone	9963758810
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government (Women and Child Development Department)
Year of Establishment of the Home	1961
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	-
Number of inmates	
a) Capacity	70
b) Present Strength	70
Number of Children lodged in the home having families residing in the same State/UT	70
Reasons for staying in the home in case of children having families (provide details)	Orphans, Semi-Orphans, E.B.C.

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	-	-	-
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	17	-	17
d)	1-2 years	10	-	10
e)	2-3 years	12	-	12
f)	3-4 years	12	-	12
g)	4-5 years	8	-	8

h)	More than 5 Years	11	-	11

Number of "Children with special needs" in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		-
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	-
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available

a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	1	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	5	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	5	-	-	-
l)	Separate Latrines for boys and girls	6	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	

Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes		
MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	1	-	-	-
q)	Sweeper	1	1	-	-	-
r)	Any other	1	1	-	-	-
	Total	6	6	-	-	-
CRITERIA FOR ADMISSION IN CHILDREN HOMES						
Whether the organization is following any criteria for admission of children in Homes				Yes		
If Yes Please mention				Orphans, Semi Orphans and E.B.C.		
Whether the organization maintains any specific Proforma for recording details of Information of every child				Yes		
If Yes, what kind of information you have collected from children				Inmate Medical Certificate and Income Certificate		
Maintenance of Registers/Record Maintenance						
S. No.	Details of Register			Please tick √		
a)	Admission and discharge register			√		
b)	Individual Care Plan			-		
c)	Supervision register			-		

d)	Medical file or medical report	√
e)	Nutrition diet file	-
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		-
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		-
Whether any trained Staff for first-aid		-
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	√
How many children are suffering from communicable diseases and HIV/AIDS		None
Any specialized services are provided for such children		-
If yes, Please provide in details		-
Whether ambulance facility is available for patients		-
Any other Facilities		-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	Bread, Milk and Idly Butter Milk
How many cooks are there	One
Whether children are helping at the time of cooking in any way	Yes
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	Yearly
b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	1	Yearly
d)	Under garments	1	-
e)	Towel	1	-
f)	Durry	-	-

g)	Blanket	2	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	1	Yearly
j)	Tooth powder/paste	-	-
k)	Soap	2	Monthly
l)	Oil	1Packet	Monthly
m)	Utensils (Plate and Glass)	1 Set	-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	25	-	25	Govt.	-	By Walk
c)	Secondary	45	-	45	Govt.	-	By Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	No
If No, what are the other facilities required	Tutors and Computer Teachers

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-

f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				Yes	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		-	
c)	Music	-		-	
d)	Television	√		Per Week	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	√		Festivals	
h)	Yoga	√		Weekly	
i)	Debates	√		Yearly	
j)	Radio	-		-	
k)	Any Other:	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Holidays	
What types of books provide for Children				General Knowledge and Historical Stories	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	

c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	-
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		-
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Computer training and Scouts and guides training etc.
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		Child Care

AP/16 /GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home Bapatla**
Contact Details	
a) Name of Superintendent/Secretary	G. Subhadra
b) Address	Akbar Det, Bapatla, Guntur, A.P.
c) Phone	9963758810
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government (Women and Child Development Department)
Year of Establishment of the Home	1961
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	-
Number of inmates	
a) Capacity	70
b) Present Strength	50
Number of Children lodged in the home having families residing in the same State/UT	50
Reasons for staying in the home in case of children having families (provide details)	Orphans, Semi-Orphans, E.B.C.

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	-	-	-
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	25	-	25
d)	1-2 years	4	-	4
e)	2-3 years	4	-	4
f)	3-4 years	5	-	5

g)	4-5 years	8	-	8
h)	More than 5 Years	4	-	4
Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	-
Any other registration	-
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	-
If Yes, Please Specify the Facilities provided	-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	1	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	3	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	9	-	-	-
l)	Separate Latrines for boys and girls	12	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	1 Acre
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	1	-	-	-
q)	Sweeper	1	1	-	-	-
r)	Any other	1	1	-	-	-
	Total	6	6	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Orphans, Semi Orphans and E.B.C.
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Inmates Medical Certificate, Medical Report and Investigator Report of Anganwadi Teacher

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √

a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	-
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		-
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		-
Whether any trained Staff for first-aid		-
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	√
How many children are suffering from communicable diseases and HIV/AIDS		None
Any specialized services are provided for such children		-
If yes, Please provide in details		-
Whether ambulance facility is available for patients		-
Any other Facilities		-
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Two
What types of special diet is provided for sick infant or children		-
How many cooks are there		One
Whether children are helping at the time of cooking in any way		Yes
Whether any Nutrition and Child Development Officer is there		No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	Yearly
b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	1	Yearly

d)	Under garments	-	-
e)	Towel	-	-
f)	Durry	-	-
g)	Blanket	2	-
h)	Pillow	1	-
i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	-	-
k)	Soap	2	Monthly
l)	Oil	1Packet	Monthly
m)	Utensils (Plate and Glass)	1 Set	-

EDUCATION

Whether educational facilities are available for children	No

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	15	-	15	Govt.	-	By Walk
c)	Secondary	35	-	35	Govt.	-	By Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	No
If No, what are the other facilities required	Tutors and Computer Teachers

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-

c)	Computer	-	-	-	-
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				Yes	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		-	
c)	Music	-		-	
d)	Television	√		Per Week	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	√		Festivals	
h)	Yoga	√		Weekly	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other:	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Holidays	
What types of books provide for Children				General Knowledge and Historical Stories	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S.No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	

b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	-
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		-
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Computer training and Scouts and guides training etc.
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		Child Care

AP/17 /GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home Sullurpeta, Nellore Dist.**
Contact Details	
a) Name of Superintendent/Secretary	M. V. Subbamma
b) Address	Rajaka Street- Sullurpeta
c) Phone	08623-44948
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government (Women and Child Development Department)
Year of Establishment of the Home	1975
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Don't Know**
Number of inmates	
a) Capacity	60
b) Present Strength	60
Number of Children lodged in the home having families residing in the same State/UT	Nil
Reasons for staying in the home in case of children having families (provide details)	Orphans, Semi-Orphans, E.B.C.

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	15	-	15
c)	10-15 years	45	-	45
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-

h)	More than 5 Years	-	-	-

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		Lodging, Boarding, Sports, Education and Games

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	60/100	60
b)	Classrooms	4	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	1	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	4	-	-	-
l)	Separate Latrines for boys and girls	4	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	-
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	-	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	8^{th}	12,000	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	1	1	7^{th}	17,000	-
p)	Helper	1	1	7^{th}	16,000	-
q)	Sweeper	-	-	-	-	-
r)	Any other	-	-	-	-	-
	Total	5	3	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Admission Form, Enquiry Report, Medical Certificate Caste and Income Certificate
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Orphan, Semi Orphan and E.B.C.

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√

b)	Individual Care Plan	-
c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	-
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	-
Does the home have a Medical Care Unit for health check-up of Children	-
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	-
Whether any trained Staff for first-aid	-
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	√
How many children are suffering from communicable diseases and HIV/AIDS	None
Any specialized services are provided for such children	-
If yes, Please provide in details	-
Whether ambulance facility is available for patients	-
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	-
How many cooks are there	One
Whether children are helping at the time of cooking in any way	Yes
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	Yearly
b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	1	Yearly
d)	Under garments	-	-

e)	Towel	-	-
f)	Durry	-	-
g)	Blanket	2	-
h)	Pillow	1	-
i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	-	-
k)	Soap	2	Monthly
l)	Oil	1Packet	Monthly
m)	Utensils (Plate and Glass)	1 Set	-

EDUCATION

Whether educational facilities are available for children	No

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	15	-	15	Govt.	-	By Walk
c)	Secondary	35	-	35	Govt.	-	By Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	No
If No, what are the other facilities required	Tutors and Computer Teachers

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-

d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				Yes	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		-	
c)	Music	-		-	
d)	Television	√		Per Week	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	√		Festivals	
h)	Yoga	√		Weekly	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other:	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Holidays	
What types of books provide for Children				General Knowledge and Historical Stories	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S.No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes,			Yes	

	maintenance & cleanliness of the premises	
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	-
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		-
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Computer training and Scouts and guides training etc.
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		Child Care

AP/18 /GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home Piduguralla**
Contact Details	
a) Name of Superintendent/Secretary	P.Phani Kumari
b) Address	FAC
c) Phone	9390911133
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government (Women and Child Development Department)
Year of Establishment of the Home	1980
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	60
b) Present Strength	56
Number of Children lodged in the home having families residing in the same State/UT	56
Reasons for staying in the home in case of children having families (provide details)	Orphans, Semi-Orphans, E.B.C.

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	1	-	1
b)	5-10 years	24	-	24
c)	10-15 years	30	-	30
d)	15-18 years	1	-	1

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	5	-	5
c)	6-12 month	3	-	3
d)	1-2 years	6	-	6
e)	2-3 years	8	-	8
f)	3-4 years	10	-	10
g)	4-5 years	21	-	21

h)	More than 5 Years	3	-	3
Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		-
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	-
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	1	4320	60	56
b)	Classrooms	1	4320	60	56
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	180	-	-
e)	Dinning Hall	1	4320	60	56
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	252	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	6	144	-	-
l)	Separate Latrines for boys and girls	6	144	-	-
m)	Store room	1	180	-	-
n)	Play Ground	1	4500	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				6 Hectors	

Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes		
MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	-	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	-	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	-	-	-	-
q)	Sweeper	1	-	-	-	-
r)	Any other	1	-	-	-	-
	Total	6	-	-	-	-
CRITERIA FOR ADMISSION IN CHILDREN HOMES						
Whether the organization is following any criteria for admission of children in Homes				Yes		
If Yes Please mention				Orphans, Semi Orphans and E.B.C.		
Whether the organization maintains any specific Proforma for recording details of Information of every child				Yes		
If Yes, what kind of information you have collected from children				Caste, Income, Resident Physical fitness and Death Certificate		
Maintenance of Registers/Record Maintenance						
S. No.	Details of Register			Please tick √		
a)	Admission and discharge register			√		
b)	Individual Care Plan			-		

c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		No
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		Yes
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	-
b)	Dispensary	-
c)	Any other	√
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for such children		-
If yes, Please provide in details		-
Whether ambulance facility is available for patients		No
Any other Facilities		Nil
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Two
What types of special diet is provided for sick infant or children		Bread, Milk and Butter Milk etc
How many cooks are there		One
Whether children are helping at the time of cooking in any way		No
Whether any Nutrition and Child Development Officer is there		-

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	1	Yearly
d)	Under garments	-	-
e)	Towel	2	Yearly

f)	Durry	-	-
g)	Blanket	2	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	100 gm	Monthly
m)	Utensils (Plate and Glass)	1 Set	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	√	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	1	-	1	Govt.	50 Yards	By Walk
b)	Primary	24	-	24	Govt.	50 Yards	By Walk
c)	Secondary	31	-	31	Govt.	½ km	By Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	No
If No, what are the other facilities required	Tutors and Computer Teachers

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-

e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				Yes	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	-		-	
c)	Music	-		-	
d)	Television	-		-	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	-		-	
h)	Yoga	√		Weekly	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other:	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Holidays	
What types of books provide for Children				General Knowledge and Historical Stories	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes,			Yes	

	maintenance & cleanliness of the premises	
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		-
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Care Givers Training
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/19 /GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home Kandukur**
Contact Details	
a) Name of Superintendent/Secretary	-
b) Address	Budidha Palem, Kandukur
c) Phone	08598-221043
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government (Women and Child Development Department)
Year of Establishment of the Home	1984
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	-
Number of inmates	
a) Capacity	70
b) Present Strength	70
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	31	-	31
c)	10-15 years	39	-	39
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	9	-	9
d)	1-2 years	10	-	10
e)	2-3 years	10	-	10
f)	3-4 years	20	-	20
g)	4-5 years	12	-	12

h)	More than 5 Years	9	-	9

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	No
Any other registration	-
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	-
If Yes, Please Specify the Facilities provided	Food, Clothing, Beds, Educating Children

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	1	796	70	70
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	216	-	-
d)	Kitchen	1	216	-	-
e)	Dinning Hall	1	396	-	-
f)	Recreation room	-	-	-	-
g)	Library	1	216	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	-	216	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	4	-	-	-
l)	Separate Latrines for boys and girls	4	-	-	-
m)	Store room	1	180	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)					6 Cents	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light					Yes	
MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	-	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	5^{th}	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	1	1	9^{th}	-	-
p)	Helper	1	1	10^{th}	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other Office Attended	1	1	5^{th}	-	-
	Total	5	4	-	-	-
CRITERIA FOR ADMISSION IN CHILDREN HOMES						
Whether the organization is following any criteria for admission of children in Homes					Yes	
If Yes Please mention					Orphans, Semi Orphans and E.B.C.	
Whether the organization maintains any specific Proforma for recording details of Information of every child					Yes	
If Yes, what kind of information you have collected from children					-	
Maintenance of Registers/Record Maintenance						
S. No.	Details of Register				Please tick √	
a)	Admission and discharge register				√	

b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	Government Doctor Monthly attending the Children Home
Does the home have a Medical Care Unit for health check-up of Children	No
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	Monthly
Whether any trained Staff for first-aid	-
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	√
How many children are suffering from communicable diseases and HIV/AIDS	-
Any specialized services are provided for such children	-
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Four
What types of special diet is provided for sick infant or children	As per the advice of the Doctor
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly
b)	Winter Clothing(Jersey)	-	-
c)	School Uniform	2	Yearly

d)	Under garments	-	-
e)	Towel	2	Yearly
f)	Durry	-	-
g)	Blanket	2	Yearly
h)	Pillow	-	-
i)	Shoes/ Chappal	1	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	3	Monthly
l)	Oil	100 gm	Monthly
m)	Utensils (Plate and Glass)	1+1	Yearly

EDUCATION

Whether educational facilities are available for children	-

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	31	-	31	Govt.	-	By Walk
c)	Secondary	39	-	39	Govt.	-	By Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	-
If No, what are the other facilities required	Tutors and Computer Teachers

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	31	31	-
b)	Beauty Culture	-	-	-	-

c)	Computer	-	31	31	-
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	-		-	
c)	Music	-		-	
d)	Television	√		Daily	
e)	Picnic	√		Monthly	
f)	Outings	-		-	
g)	Cultural Programme	√		Weekly	
h)	Yoga	√		Weekly	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other:	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Holidays	
What types of books provide for Children				General Knowledge and Stories Books	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S.No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	

b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		-
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		-
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		-
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Superintend attended, Scouts and guide, Hostel Managements, and Care giving Training
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/20 /GO				
Profile of Child Care Institution				
Name of Child Care Institution				**Children Home Giddalur**
Contact Details				
a) Name of Superintendent/Secretary				S. Annapurna
b) Address				R.R. Colony
c) Phone				08405-200477
d) Fax				-
e) Email				-
Type of Institution				**Children Home (Girls)**
Run by				State Government (Women and Child Development Department)
Year of Establishment of the Home				1976
Supported by				State Govt.
Whether registered under 34(3) of JJ Act with the State Government				-
Number of inmates				
a) Capacity				70
b) Present Strength				56
Number of Children lodged in the home having families residing in the same State/UT				-
Reasons for staying in the home in case of children having families (provide details)				-
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	34	-	34
c)	10-15 years	22	-	22
d)	15-18 years	-	-	-
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	10	-	10
d)	1-2 years	20	-	20
e)	2-3 years	10	-	10
f)	3-4 years	5	-	5
g)	4-5 years	3	-	3

h)	More than 5 Years	8	-	8
Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	-
If Yes, Please Specify the Facilities provided		Food, Clothing, Education etc.

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	1	976	70	56
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	1	976	-	-
d)	Kitchen	1	250	-	-
e)	Dinning Hall	1	750	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	500	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	6	-	-	-
l)	Separate Latrines for boys and girls	6	-	-	-
m)	Store room	1	250	-	-
n)	Play Ground	1	½ Acre	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				2 Acres	

Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	B.A.	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	5^{th}	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	1	1	5^{th}	-	-
p)	Helper	1	1	5^{th}	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other Office Attended	1	1	B.A.	-	-
	Total	5	5	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Orphans and Semi Orphans
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	-

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√

d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	Government Doctor Monthly attending the Children Home
Does the home have a Medical Care Unit for health check-up of Children	No
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	Monthly
Whether any trained Staff for first-aid	-

Referral of Cases

a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	√

How many children are suffering from communicable diseases and HIV/AIDS	-
Any specialized services are provided for such children	-
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Four
What types of special diet is provided for sick infant or children	As per the advice of the Doctor
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly
b)	Winter Clothing(Jersey)	-	-
c)	School Uniform	2	Yearly
d)	Under garments	2	Yearly
e)	Towel	2	Yearly

f)	Durry	-	-
g)	Blanket	2	Yearly
h)	Pillow	-	-
i)	Shoes/ Chappal	1	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	3	Monthly
l)	Oil	100 gm	Monthly
m)	Utensils (Plate and Glass)	1+1	Yearly

EDUCATION

Whether educational facilities are available for children	No

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	-
If No, what are the other facilities required	Tutors and Computer Teachers

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	22	22	Without course
b)	Beauty Culture	-	-	-	-
c)	Computer	-	22	22	Without course
d)	Jute bags and ‘moti’ work	-	-	-	-

e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	-		-	
c)	Music	-		-	
d)	Television	√		Daily	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	√		Weekly	
h)	Yoga	√		Weekly	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other:	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Holidays	
What types of books provide for Children				General Knowledge and Stories Books	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S.No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	

c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		-
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		-
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		-
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Superintend attended, Scouts and guide, Hostel Managements, and Care giving Training
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/21 /GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home B.C.M.**
Contact Details	
a) Name of Superintendent/Secretary	B. Snamma
b) Address	-
c) Phone	9848388357
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government (Women and Child Development Department)
Year of Establishment of the Home	-
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	-
Number of inmates	
a) Capacity	60
b) Present Strength	60
Number of Children lodged in the home having families residing in the same State/UT	0
Reasons for staying in the home in case of children having families (provide details)	Orphan due to poorness.

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	22	-	22
c)	10-15 years	38	-	38
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-

h)	More than 5 Years	60	-	60
Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Food, Shelter, Education etc.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		Yes
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		Food, Clothing, Education etc.

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	4	-	15	15
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	1	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	3	-	-	-
l)	Separate Latrines for boys and girls	4	-	-	-
m)	Store room	3	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	

Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	B.A.	23,389	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	10^{th}	28,748	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	0	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	1	8^{th}	21,044	-
q)	Sweeper	-	-	-	-	-
r)	Any other: Attender Watchmen	1 1	1 1	6^{th} 8^{th}	16,043 18,395	- -
	Total	6	5	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Minimum 1^{st} Class
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Details of Parents and their Income.

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	-

d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	-
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	H.P.U. Immunization, Pulse Polio, Vaccination of Cancer.
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	Monthly
Whether any trained Staff for first-aid	-

Referral of Cases

a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-

How many children are suffering from communicable diseases and HIV/AIDS	-
Any specialized services are provided for such children	-
If yes, Please provide in details	-
Whether ambulance facility is available for patients	-
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	Fruits and Milk.
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	2	Yearly
e)	Towel	1	Yearly

f)	Durry	-	-
g)	Blanket	2	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	-	Yearly
j)	Tooth powder/paste	-	-
k)	Soap	2	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	No

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	√
b)	Primary	-	√
c)	Secondary	-	√
d)	Higher	-	√
e)	Non-formal classes	-	√
f)	Private coaching	-	√
g)	Bridge Course	-	√
h)	Any other	-	√

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	22	-	22	Govt.	½ km	By Walk
c)	Secondary	-	-	-	-	-	-
d)	Higher	38	-	38	Govt.	½ km	By Walk
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-

f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				-	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	-		-	
d)	Television	√		Daily	
e)	Picnic	√		Yearly	
f)	Outings	-		-	
g)	Cultural Programme	√		Per 3 Year	
h)	Yoga	√		Daily	
i)	Debates	√		Weekly	
j)	Radio	-		-	
k)	Any Other: Computer	√		Daily	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Evening	
What types of books provide for Children				Stories Books, Autobiography and Biographies of National Leaders	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S.No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	

c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		Cooperation received in kind such as shoes, books, pens, stationary, and trunkboxes.
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		-
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		-
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		-
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		-
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		LIC, ITC, BCCC, LINCE CLUB
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/22 /GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home Dharmavaram**
Contact Details	
a) Name of Superintendent/Secretary	E. Jayanthi
b) Address	-
c) Phone	9491136333
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government (Women and Child Development Department)
Year of Establishment of the Home	1975
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	-
Number of inmates	
a) Capacity	60
b) Present Strength	48
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	20	-	20
c)	10-15 years	28	-	28
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	2	-	2
d)	1-2 years	6	-	6
e)	2-3 years	3	-	3
f)	3-4 years	18	-	18
g)	4-5 years	9	-	9

h)	More than 5 Years	10	-	10
Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify) Ą Eye	1	-	1

What are the facilities and support services provided for the children staying in Home		Check-up by Doctor
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		Yes
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		Own building which is built at the time of 1975

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	1	20``*20``	4	48
d)	Kitchen	1	20``*20``	60	48
e)	Dinning Hall	-	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	20``*20``	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	2	10``*10``	60	48
l)	Separate Latrines for boys and girls	2	10``*10``	60	48
m)	Store room	1	20``*20``	60	48-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)				1.55		
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes		
MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M.Sc.	-	Aug-10
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	5^{th}	-	2004
n)	House Aunty	1	1	6^{th}	-	-
o)	Security Guard	1	1	-	-	-
p)	Helper	1	1	6^{th}	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other:	-	-	-	-	-
	Total	5	5	-	-	-
CRITERIA FOR ADMISSION IN CHILDREN HOMES						
Whether the organization is following any criteria for admission of children in Homes				Yes		
If Yes Please mention				Prescribed Proforma		
Whether the organization maintains any specific Proforma for recording details of Information of every child				Yes		
If Yes, what kind of information you have collected from children				-		
Maintenance of Registers/Record Maintenance						
S. No.	Details of Register			Please tick √		
a)	Admission and discharge register			√		
b)	Individual Care Plan			-		
c)	Supervision register			√		

d)	Medical file or medical report	-
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	-
Does the home have a Medical Care Unit for health check-up of Children	No
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	-
Whether any trained Staff for first-aid	No
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	-
Any specialized services are provided for such children	-
If yes, Please provide in details	-
Whether ambulance facility is available for patients	-
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	Needy food, depending on diseases.
How many cooks are there	One
Whether children are helping at the time of cooking in any way	Yes
Whether any Nutrition and Child Development Officer is there	-

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	-	-
c)	School Uniform	1	Yearly
d)	Under garments	-	-
e)	Towel	1	Yearly
f)	Durry	-	-

g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	-	-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	√
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	√	-
e)	Non-formal classes	-	√
f)	Private coaching	√	-
g)	Bridge Course	√	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	8	-	8	-	-	-
c)	Secondary	4	-	4	-	-	-
d)	Higher	36	-	36	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	-
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	-
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	-

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-

g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				-	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	-		-	
d)	Television	-		-	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	√		-	
h)	Yoga	-		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other: Computer	-		-	
LIBRARY					
Whether library facilities are available or not				-	
If Yes, Opening timing or day				-	
What types of books provide for Children				-	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S.No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			-	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			No	
c)	Proper drainage System			-	
d)	Arrangements for disposal of garbage			-	
e)	Protection from mosquitoes			Yes	

f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	-
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	-
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		-
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		-
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		-
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		-
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/23 /GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home Srikakulam**
Contact Details	
a) Name of Superintendent/Secretary	E. Vijaya Kumari
b) Address	Arasaviki Segidihedlin
c) Phone	9848113835
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government
Year of Establishment of the Home	-
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	60
b) Present Strength	53
Number of Children lodged in the home having families residing in the same State/UT	53
Reasons for staying in the home in case of children having families (provide details)	Orphans, Semi Orphans, Economically Backward Class

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	20	-	20
c)	10-15 years	33	-	33
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of “Children with special needs” in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		Yes
Any other registration		No
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		Free Boarding, Education and Lodging etc.

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	1	-	60	53
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	4	-	-	-
l)	Separate Latrines for boys and girls	4	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	-
Whether the dormitories, classrooms and workshops have sufficient	Yes

ventilation and Light						
MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	B.A. B.Ed.	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	M.A.	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	10^{th}	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	1	10^{th}	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other: Watchmen Attender	 1 1	 1 1	 7^{th} 5^{th}	 - -	 - -
	Total	6	6	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES		
Whether the organization is following any criteria for admission of children in Homes		Yes
If Yes Please mention		-
Whether the organization maintains any specific Proforma for recording details of Information of every child		Yes
If Yes, what kind of information you have collected from children		-
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√

d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify) Ą Moment Register	√

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children		Government Doctor visit the Home.
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		Monthly in the first week
Frequency of Doctor's visit		Yes
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		None
Any specialized services are provided for such children		No
If yes, Please provide in details		-
Whether ambulance facility is available for patients		NoTwo
Any other Facilities		-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	Bread and Milk etc.
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Month
b)	Winter Clothing(Jersey)	2	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	-	-
e)	Towel	1	-
f)	Durry	1	-

g)	Blanket	1	-
h)	Pillow	1	-
i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	-	-
k)	Soap	1	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	-	-
d)	Higher	√	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	20	-	20	Govt.	¼ m	Walk
c)	Secondary	-	-	-	-	-	-
d)	Higher	33	-	33	Govt.	¼ m	Walk
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-

g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				M.A. B.Ed.	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				After completing of Course the passing girls admitted in cottage home, vizianagaran	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	-		-	
d)	Television	√		-	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	-		-	
h)	Yoga	-		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other: Computer	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Daily Evening	
What types of books provide for Children				General Knowledge, Naval etc	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S.No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	

d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	-
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		N.A.
b) Details of Training Programmes		N.A.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		N.A.
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Women and Child Welfare Department
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

AP/24/GO				
Profile of Child Care Institution				
Name of Child Care Institution				**Children Home Tanuku**
Contact Details				
a) Name of Superintendent/Secretary				Deh. Vijayalakshmi
b) Address				Children Home Tanuku,W.G. Dist. A.P.
c) Phone				-
d) Fax				-
e) Email				-
Type of Institution				**Children Home (Girls)**
Run by				State Government (Women Development & Child Welfare Department)
Year of Establishment of the Home				1965
Supported by				State Govt.
Whether registered under 34(3) of JJ Act with the State Government				**No**
Number of inmates				
a) Capacity				60
b) Present Strength				60
Number of Children lodged in the home having families residing in the same State/UT				-
Reasons for staying in the home in case of children having families (provide details)				Orphans, Semi Orphans, Economically Backward Class
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	19	-	19
c)	10-15 years	41	-	41
d)	15-18 years	-	-	-
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-

g)	4-5 years	-	-	-
h)	More than 5 Years	60	-	60
Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Education, Toilets & Sanitation Facilities and Playground
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		No
Whether the Institution is certified as Fit Institution by		No
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	-
If Yes, Please Specify the Facilities provided		-
INFRASTRUCTURE		
Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	1	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	4	-	-	-
l)	Separate Latrines for boys and girls	4	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	1	-	-	-

o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				1400	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	6	5	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	-	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	-	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other:	-	-	-	-	-
	Total	8	5	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes		Yes
If Yes Please mention		-
Whether the organization maintains any specific Proforma for recording details of Information of every child		Yes
If Yes, what kind of information you have collected from children		Enquiry Report, caste Certificate and Income Certificate
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√

b)	Individual Care Plan	√
c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	-
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	Regular Medical Check-ups to the inmates of children home
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	Once in a Month
Whether any trained Staff for first-aid	No
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	None
Any specialized services are provided for such children	No
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	Bread and Milk etc.
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly
b)	Winter Clothing(Jersey)	2	Yearly
c)	School Uniform	2	Yearly

d)	Under garments	2	Yearly
e)	Towel	2	Yearly
f)	Durry	-	-
g)	Blanket	2	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	1	Monthly
k)	Soap	2	Monthly
l)	Oil	100 gm	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	19	-	19	Govt.	¼ km	Walk
c)	Secondary	41	-	41	Govt.	¼ km	Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-

d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				Yes	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		-	
b)	Outdoor games	√		-	
c)	Music	-		-	
d)	Television	√		-	
e)	Picnic	√		-	
f)	Outings	-		-	
g)	Cultural Programme	√		-	
h)	Yoga	√		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other: Computer	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Weekly	
What types of books provide for Children				Small Story, History and Mythology Books	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S.No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes,			Yes	

AP/25/GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home Dendulury**
Contact Details	
a) Name of Superintendent/Secretary	Smt. D. Bhavathi
b) Address	Children Home Denduluru,W.G. Dist. A.P.
c) Phone	08829-255034
d) Fax	-
e) Email	-
Type of Institution	**Children Home (Girls)**
Run by	State Government (Women Development & Child Welfare Department)
Year of Establishment of the Home	1977
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**No**
Number of inmates	
a) Capacity	60
b) Present Strength	60
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	Orphans, Semi Orphans, Economically Backward Class

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	6	-	6
c)	10-15 years	54	-	54
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-

g)	4-5 years	-	-	-
h)	More than 5 Years	60	-	60
Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		No
Whether the Institution is certified as Fit Institution by		No
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	-
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	-	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	-	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	4	-	-	-
l)	Separate Latrines for boys and girls	4	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)				-		
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes		
MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	1	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	11th	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	1	B.A.	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other: Attender	1	-	-	-	-
	Total	5	3	-	-	-
CRITERIA FOR ADMISSION IN CHILDREN HOMES						
Whether the organization is following any criteria for admission of children in Homes				Yes		
If Yes Please mention				-		
Whether the organization maintains any specific Proforma for recording details of Information of every child				Yes		
If Yes, what kind of information you have collected from children				Enquiry Report, caste Certificate and Income Certificate		
Maintenance of Registers/Record Maintenance						
S. No.	Details of Register			Please tick √		
a)	Admission and discharge register			√		
b)	Individual Care Plan			√		

c)	Supervision register	-
d)	Medical file or medical report	-
e)	Nutrition diet file	-
f)	Stock Register	-
g)	Visitor's book	-
h)	Case file	-
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children		Regular Medical Check-ups to the inmates of children home
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		Once in a Month
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		None
Any specialized services are provided for such children		No
If yes, Please provide in details		-
Whether ambulance facility is available for patients		No
Any other Facilities		-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	As suggested by the doctor
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly
b)	Winter Clothing(Jersey)	2	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	2	Yearly

e)	Towel	2	Yearly
f)	Durry	-	-
g)	Blanket	2	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	1	Monthly
k)	Soap	2	Monthly
l)	Oil	100 gm	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	6	-	6	Govt.	½ km	Walk
c)	Secondary	54	-	54	Govt.	½ km	Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-

e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				Yes	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	-		-	
d)	Television	√		Daily	
e)	Picnic	√		Yearly	
f)	Outings	-		-	
g)	Cultural Programme	√		Yearly	
h)	Yoga	√		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other: Computer	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Weekly	
What types of books provide for Children				Small Story, History and Mythology Books	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S.No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			No	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	

c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	-
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	No
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		N.A.
b) Details of Training Programmes		N.A.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		N.A.
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		No Response
Suggestion of CWC/Inspection Committee		No Response
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		On Child Right and Protection

AP/26/GO				
Profile of Child Care Institution				
Name of Child Care Institution				**Children Home Akiveedu**
Contact Details				
a) Name of Superintendent/Secretary				Smt. M. Srilakshmi
b) Address				Children Home Akiveedu, West Godavari Dist. A.P.
c) Phone				-
d) Fax				-
e) Email				-
Type of Institution				**Children Home (Girls)**
Run by				State Government (Women Development & Child Welfare Department)
Year of Establishment of the Home				1985
Supported by				State Govt.
Whether registered under 34(3) of JJ Act with the State Government				**No**
Number of inmates				
a) Capacity				60
b) Present Strength				60
Number of Children lodged in the home having families residing in the same State/UT				-
Reasons for staying in the home in case of children having families (provide details)				Orphans, Semi Orphans, Economically Backward Class
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	31	-	31
c)	10-15 years	29	-	29
d)	15-18 years	-	-	-
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-

f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	60	-	60

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		-
Whether the Institution is certified as Fit Institution by		-
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	-
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	-	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	3	-	-	-
l)	Separate Latrines for boys and girls	3	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	-	-	-	-

o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				6 Cent	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	1	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	1	1	-	-	-
p)	Helper	1	1	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other:	-	-	-	-	-
	Total	5	4	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	-
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Enquiry Report, caste Certificate and Income Certificate

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√

b)	Individual Care Plan	-
c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	-
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	-
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children		Regular Medical Check-ups to the inmates of children home
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		Once in a Month
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		None
Any specialized services are provided for such children		No
If yes, Please provide in details		-
Whether ambulance facility is available for patients		No
Any other Facilities		-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	As suggested by the doctor
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	-	-
c)	School Uniform	2	Yearly

d)	Under garments	-	-
e)	Towel	2	Yearly
f)	Durry	-	-
g)	Blanket	2	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	-	-
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	100 gm	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	31	-	31	Govt.	½ km	Walk
c)	Secondary	29	-	29	Govt.	½ km	Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-

d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	-		-	
d)	Television	√		Daily	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	√		Yearly	
h)	Yoga	√		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other: Computer	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Weekly	
What types of books provide for Children				Small Story, History and Mythology Books	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S.No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			No	
b)	Sufficient water for bathing and washing clothes,			Yes	

	maintenance & cleanliness of the premises	
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	No
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	No
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		No
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		N.A.
b) Details of Training Programmes		N.A.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		-
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		No Response
Suggestion of CWC/Inspection Committee		No Response
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		No Response

	maintenance & cleanliness of the premises	
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	-
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	No
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		N.A.
b) Details of Training Programmes		N.A.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		N.A.
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		No Response
Suggestion of CWC/Inspection Committee		No Response
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		No Response

AP/01/ NGO		
IDENTIFICATION		
Name of the Organization		Bethel Pentecostal Ministry
Address for Communication		541, Durai Nagar Extension Tirupathur Vellore Dist.- 635601
Telephone (with STD code)		04179-221263, 9443272550
Fax		-
Email ID		pasterbkumar@yahoo.co.in
Website of Organization		-
Type of Child Care Institution being run		Orphanage
Whether run by		NGO
Name and contact of Chief Functionary		Pastor.B.Kumar 541, Durai Nagar, Vellore Dist- 635601
Vision of NGO		Development of poor children
Mission of NGO		Destitute, Health Work, Old Age Home
Key Objectives		Orphanage
Major Activities		Orphanage and Education
Target group/ Stakeholders		Children
Geographical location/area		-
LEGAL STATUS OF NGO		
Date and year of establishment		06-06-1996
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Trust Act
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
22-01-1993	Doc. 22/1993	Palayankottai
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		075980299
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
Number of Governing Body Members		3
Physical Assets of the Organization		Own Building
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		5
Total No. of Professional Staff a) Male b) Female		 1 4
Total number of a) Full Time		 5

b) Part time Staff	0

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years

2009-10	2008-09	2007-08
420346	405419	319476

Sources of Funding of the NGO (Cash/kind/other)

Community Support	State Govt.	National	International	Donation	Any Other (Please specify)
-	-	-	-	√	-

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Annual Reports, Pamphlet and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	-
Contact Details	
a) Name of Superintendent/Secretary	
b) Address	
c) Phone	
d) Fax	
e) Email	
Type of Institution	
Run by	
Year of Establishment of the Home	
Supported by	
Whether registered under 34(3) of JJ Act with the State Government	
Number of inmates	
a) Capacity	
b) Present Strength	
Number of Children lodged in the home having families residing in the same State/UT	
Reasons for staying in the home in case of children having families (provide details)	

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years			
b)	5-10 years			
c)	10-15 years			
d)	15-18 years			

Details of Stay of Children in the home

S.No.	Duration	Number of Children	Total

		Girls	Boys	
a)	0-4 month			
b)	4-6 month			
c)	6-12 month			
d)	1-2 years			
e)	2-3 years			
f)	3-4 years			
g)	4-5 years			
h)	More than 5 Years			

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged			
b)	Autism			
c)	Physically challenged			
d)	Any other (please specify)			

What are the facilities and support services provided for the children staying in Home	
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	
Any other registration	
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	
b) Child Welfare Committee	
If Yes, Please Specify the Facilities provided	

INFRASTRUCTURE

Infrastructure available		
a)	Owned	
b)	Rented	
c)	Lease	
d)	Donated	

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories				12
b)	Classrooms				
c)	Sick room/ First Aid Room				
d)	Kitchen				
e)	Dinning Hall				
f)	Recreation room				
g)	Library				
h)	Counseling & Guidance room				
i)	Office rooms				
j)	Workshops				

k)	Separate Bathrooms for boys and girls				
l)	Separate Latrines for boys and girls				
m)	Store room				
n)	Play Ground				
o)	Vocational Training Centre				

Total area of the Campus (Sq. ft.)	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager					
b)	Social Welfare Officer					
c)	Counselor					
d)	Case Worker					
e)	Doctor (Part time or Full time)					
f)	Paramedical Staff					
g)	Educator					
h)	Vocational Instructor					
i)	Store-keeper cum Accountant					
j)	Music Teacher					
k)	Sports/ Yoga Teacher					
l)	Driver					
m)	Cook					
n)	House Aunty					
o)	Security Guard					
p)	Helper					
q)	Sweeper					
r)	Any other (Please Specify)					
	Total					

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	
If Yes Please mention	
Whether the organization maintains any specific Proforma for	

recording details of Information of every child		
If Yes, what kind of information you have collected from children		
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	
a)	Admission and discharge register	
b)	Individual Care Plan	
c)	Supervision register	
d)	Medical file or medical report	
e)	Nutrition diet file	
f)	Stock Register	
g)	Visitor's book	
h)	Case file	
i)	Inquiry report file	
j)	Stock register	
k)	Any other(Please Specify)	
Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		
Does the home have a Medical Care Unit for health check-up of Children		
If yes, Opening of day, time and duration of MCU		
Frequency of Doctor's visit		
Whether any trained Staff for first-aid		
Referral of Cases		
a)	Govt. Hospital	
b)	Dispensary	
c)	Any other	
How many children are suffering from communicable diseases and HIV/AIDS		
Any specialized services are provided for them		
If yes, Please provide in details		
Whether ambulance facility is available for patients		
Any other Facilities		
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		
How many times meals are provided in a day		
What types of special diet is provided for sick infant or children		
How many cooks are there		
Whether children are helping at the time of cooking in any way		
Whether any Nutrition and Child Development Officer is there		
CLOTHING AND BEDDING		

How many sets of clothes, bedding and other articles are given to children			
S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing		
b)	Winter Clothing(Jersey)		
c)	School Uniform		
d)	Under garments		
e)	Towel		
f)	Durry		
g)	Blanket		
h)	Pillow		
i)	Shoes/Chappal		
j)	Tooth powder/paste		
k)	Soap		
l)	Oil		
m)	Utensils (Plate and Glass)		

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution			
	Formal School on Premises	Yes	No
a)	Pre-school		
b)	Primary		
c)	Secondary		
d)	Higher		
e)	Non-formal classes		
f)	Private coaching		
g)	Bridge Course		
h)	Any other		

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school						
b)	Primary						
c)	Secondary						
d)	Higher						
e)	Non-formal classes						
f)	Any other						

Whether the institution is providing any pocket money for out going students	
If Yes, then how much per child month	
Whether the educational facilities are adequate for children	
If No, what are the other facilities required	

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	
If Yes, then provide the details of the vocational training offered to children in the following format	

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring				No Course
b)	Beauty Culture				
c)	Computer				
d)	Jute bags and 'moti' work				
e)	Painting and Mehendi				
f)	Books binding				
g)	Printing				
h)	Auto Rickshaw/motor cycle/ mobile repairing				
i)	Candle making				
j)	Pickle making				
k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				
o)	Any other				
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				-	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available					
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games				
b)	Outdoor games				
c)	Music				
d)	Television				
e)	Picnic				
f)	Outings				
g)	Cultural Programme				
h)	Yoga				
i)	Debates				
j)	Radio				
k)	Any Other				
LIBRARY					
Whether library facilities are available or not					
If Yes, Opening timing or day					
What types of books provide for Children					
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					

S. No.	Details of Sanitation and Hygiene	Yes/No
a)	Sufficient treated and filtered drinking water	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	
c)	Proper drainage System	
d)	Arrangements for disposal of garbage	
e)	Protection from mosquitoes	
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	
h)	Sufficient space for washing	
i)	Clean and fly-proof kitchen	
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		
What types of Co-operation and Co-ordination received for homes		
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		
Whether any specific evaluation of the Organization/Institution has been conducted in the past		
If Yes, when and by whom		
Whether CWC members visit your institution regularly		
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		
If Yes, a) Number of Training Programmes organized		
b) Details of Training Programmes		
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		
If Yes, Please specify		
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		
Suggestion of CWC/Inspection Committee		
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		

Chhattisgarh

CG/01/ NGO		
IDENTIFICATION		
Name of the Organization		Women for well-being & development organization (W.W.D.O.)
Address for Communication		W.W.D.O. Ananda Renuka Master Unit Project Jarowol Umariya-Block Arang, Dist. Raipur
Telephone (with STD code)		09685516979,09691342974, C.G.
Fax		-
Email ID		Niti.sudha@yahoo.com
Website of Organization		www.india.org
Type of Child Care Institution being run		Children Home and Shishu Greh
Whether run by		NGO
Name and contact of Chief Functionary		AC Nityabhakti, President
Vision of NGO		To provide an all round progress & holistic lifestyle to women, children's & other under privileged members of human society
Mission of NGO		To promote economic self-sufficiency, social equality and sustainable development and spiritual up-liftmen through targeted funding, effective technical assistance, model health care, educational program and meditation
Key Objectives		To prepare women to dynamic, economically self-sufficient, physically fit, mentally developed and spiritually elevate
Major Activities		-
Target group/ Stakeholders		Women, Children and Adolescent
Geographical location/area		Its 22 km far from Raipur the capital of C.G. It's becoming new capital of Raipur within a few days.
LEGAL STATUS OF NGO		
Date and year of establishment		07-04-2010
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Under Act, 1973
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
07-04-2010	2859	W.W.D.O. Jaround Umeriya Arang Raipur
Whether the organization is registered under FCRA		No

If Yes, FCRA No,	-
Any other Registration/ Recognition with Central / State Govt.:	No
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006	-
Number of Governing Body Members	11
Physical Assets of the Organization	Own land 15 Acres
MANPOWER OF ORGANIZATION	
Total manpower of your Organization	3
Total No. of Professional Staff a) Male b) Female	 - 6
Total number of a) Full Time b) Part time Staff	 6 -

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years

2009-10	2008-09	2007-08
2,01,900	16,68,490	1,53,000

Sources of Funding of the NGO (Cash/kind/other)

Community Support	State Govt.	National	International	Donation	Any Other (Please specify)
√	-	-	-	√	-

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Annual Reports, Leaflet, Brochure and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	W.W.D. O. Children's Home
Contact Details	
a) Name of Superintendent/Secretary	Ananda Shubhmaya
b) Address	W.W.D.O. Children Home E. Jaround-Umeriya Block Arang, Dist. Raipur
c) Phone	09685516979
d) Fax	-
e) Email	niti.sudhar@yahoo.com
Type of Institution	**Children Home**
Run by	NGO
Year of Establishment of the Home	07-04-10
Supported by	Public
Whether registered under 34(3) of JJ Act with the State Government	-
Number of inmates	

a) Capacity				-
b) Present Strength				15
Number of Children lodged in the home having families residing in the same State/UT				Nil
Reasons for staying in the home in case of children having families (provide details)				-
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	-	-	-
d)	15-18 years	-	-	-
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	1	-	1
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	2	2
h)	More than 5 Years	6	6	12
Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-
What are the facilities and support services provided for the children staying in Home				Food, Shelter, Education, Cloth, Medication and Subtle Art & Yoga Meditation for boys & mind fitness
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960				No
Any other registration				Under Act, 1973, Regd. No. 2859 Chhattisgarh State
Whether the Institution is certified as Fit Institution by				
a)	Juvenile Justice Board			-
b)	Child Welfare Committee			-
If Yes, Please Specify the Facilities provided				-
INFRASTRUCTURE				
Infrastructure available				
a)	Owned			√

b)	Rented			-	
c)	Lease			-	
d)	Donated			-	
Details of Accommodation for Children and Institutional Infrastructure					
S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	6	15 * 15	-	15
c)	Sick room/ First Aid Room	0	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	1	-	-	-
g)	Library	-	-	-	-
h)	Counseling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	2	-	-	-
l)	Separate Latrines for boys and girls	2	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	1	-	-	-
Total area of the Campus (Sq. ft.)				3 Acres	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	1	B.A.	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	1	-	-	-
f)	Paramedical Staff	-	2	-	-	-
g)	Educator	-	4	-	-	-
h)	Vocational Instructor	-	3	M.A.	-	-
i)	Store-keeper cum	-	2	-	-	-

	Accountant					
j)	Music Teacher	-	-	M.A.	-	-
k)	Sports/ Yoga Teacher	-	4	M.A.	-	-
l)	Driver	-	1	-	-	-
m)	Cook	2	2	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	2	2	-	-	-
q)	Sweeper	2	2	-	-	-
r)	Any other (Please Specify)	-	-	-	-	-
	Total	6	24	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	We see whether children are Parent lessor Shelter less
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Not from children who keeps in our children's home, ask him to do court affidavit of child

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please Tick
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify) Cash Book Voucher File	 √ √

Minimum Standard of Care

MEDICAL CARE	
What are the health related services available for Children	Medical Facilities
Does the home have a Medical Care Unit for health check-up of Children	Weekly Unit
If yes, Opening of day, time and duration of MCU	Once in a weak

Frequency of Doctor's visit		Once in a weak	
Whether any trained Staff for first-aid		Yes	
Referral of Cases			
a)	Govt. Hospital	√	
b)	Dispensary	√	
c)	Any other	-	
How many children are suffering from communicable diseases and HIV/AIDS		Nil	
Any specialized services are provided for them		-	
If yes, Please provide in details		-	
Whether ambulance facility is available for patients		Yes	
Any other Facilities		Own Car	
NUTRITION AND DIET SCALE			
Whether any menu chart followed by homes		Yes	
How many times meals are provided in a day		Five	
What types of special diet is provided for sick infant or children		Milk, Soup & Juice	
How many cooks are there		Four	
Whether children are helping at the time of cooking in any way		Sometimes during Holidays	
Whether any Nutrition and Child Development Officer is there		Yes	
CLOTHING AND BEDDING			
How many sets of clothes, bedding and other articles are given to children			
S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	Yearly
b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	2	Yearly
e)	Towel	1	Yearly
f)	Durry	1	Yearly
g)	Blanket	2	Yearly
h)	Pillow	1	Yearly
i)	Shoes/Chappal	2	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	1	Yearly
EDUCATION			
Whether educational facilities are available for children		Yes	
Are any of the educational facilities available within the institution			
	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher		√

e)	Non-formal classes	-	√
f)	Private coaching	-	√
g)	Bridge Course	-	√
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	4	2	2	Govt.	3 km	By Cycle
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	3	3	6 Months
b)	Beauty Culture	-	-	-	-
c)	Computer	6	3	9	1 Years
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	3	3	1 Years
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	3	3	-
j)	Pickle making	-	3	3	-
k)	Soap making	-	2	2	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-

Whether instructors are trained	Yes
If Yes, details of qualification	M.S.W.
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	-
Difficulty (if any)	-

RECREATIONAL FACILITIES

Whether recreational facilities are available			Yes
If yes, what are the recreation facilities available for children in Institution			
S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily
b)	Outdoor games	√	Daily
c)	Music	√	Daily
d)	Television	√	Daily
e)	Picnic	√	Yearly
f)	Outings	√	Weekly
g)	Cultural Programme	√	Yearly
h)	Yoga	√	Daily
i)	Debates	√	Weekly
j)	Radio	-	-
k)	Any Other	-	-
LIBRARY			
Whether library facilities are available or not			No
If Yes, Opening timing or day			-
What types of books provide for Children			-
SANITATION AND HYGIENE			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S. No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		Yes
c)	Proper drainage System		Yes
d)	Arrangements for disposal of garbage		Yes
e)	Protection from mosquitoes		Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		Yes
h)	Sufficient space for washing		Yes
i)	Clean and fly-proof kitchen		Yes
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other Govt., NGOs etc			No
What types of Co-operation and Co-ordination received for homes			-
MONITORING AND EVALUATION			
Mechanism used by the Institution to monitor the activities of homes			-
Whether any specific evaluation of the Organization/Institution has been conducted in the past			No

If Yes, when and by whom	-
Whether CWC members visit your institution regularly	No
TRAINING NEEDS	
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff	Yes
If Yes, a) Number of Training Programmes organized	15
b) Details of Training Programmes	Students Volunteers Camp Organised many times in which children learn many things like how to protection self from rivals (|Self Defense), How to do art, draining, secrecy, embroidery, make papad, pickle etc.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry	No
If Yes, Please specify	-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	-
Suggestion of CWC/Inspection Committee	-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	-

CG/02/ NGO		
IDENTIFICATION		
Name of the Organization		Missionaries of Charity
Address for Communication		"Shanti Bhavan", Rajendra Nagar, Raipur- 492006
Telephone (with STD code)		0771-2424115
Fax		Nil
Email ID		Nil
Website of Organization		Nil
Type of Child Care Institution being run		Children Home
Whether run by		NGO
Name and contact of Chief Functionary		Sister Superior, M.O.C., Rajendra Nagar, Raipur-492006
Vision of NGO		To give whole-hearted and free service to the poorest of the poor, irrespective of caste, creed race, nationality and culture
Mission of NGO		Do
Key Objectives		Do
Major Activities		Č Nursing the sick and the dying destitute (Women) Č Caring for the orphan, abandoned and the mentally and physically handicapped children, and giving them in country adoption Č Free distribution of food, Clothing and medicine, for the poorest of the poor Č Visiting the families
Target group/ Stakeholders		Women and Children
Geographical location/area		Urban and Rural Area
LEGAL STATUS OF NGO		
Date and year of establishment		31st May, 1981
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Under Societies Registration Act, XXI 1860
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
16th March 1959	S/3509	Calcutta
Whether the organization is registered under FCRA		Our head-office is registered. This is a branch house
If Yes, FCRA No,		N.A.
Any other Registration/ Recognition with Central / State Govt.:		Home is registered under State Government

Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006	Yes
Number of Governing Body Members	-
Physical Assets of the Organization	Own building and furniture
MANPOWER OF ORGANIZATION	
Total manpower of your Organization	24
Total No. of Professional Staff a) Male b) Female	 1 3
Total number of a) Full Time b) Part time Staff	 22 2

FINANCIAL MANAGEMENT		
Annual Budget of Organization for last three years		
2009-10	2008-09	2007-08

Sources of Funding of the NGO (Cash/kind/other)					
Community Support	State Govt.	National	International	Donation	Any Other (Please specify)
-	-	-	-	√	-

DOCUMENTATION	
Which of the following documents/communication material are maintained at the organizational level	-
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	"Shanti Bhavan"
Contact Details	
a) Name of Superintendent/Secretary	Sister Superior
b) Address	M.O.C. Rajendra Nagar, Raipur-492006
c) Phone	0771-2424115
d) Fax	Nil
e) Email	Nil
Type of Institution	**Children Home**
Run by	NGO
Year of Establishment of the Home	31st May, 1981
Supported by	Local Donations in cash and Kind and fund from Head-Office
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	40
b) Present Strength	38

Number of Children lodged in the home having families residing in the same State/UT				N.A.
Reasons for staying in the home in case of children having families (provide details)				N.A.
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	21	11	32
b)	5-10 years	1	5	6
c)	10-15 years	-	-	-
d)	15-18 years	-	-	-
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	4	3	7
b)	4-6 month	2	1	3
c)	6-12 month	3	3	6
d)	1-2 years	1	3	4
e)	2-3 years	7	1	8
f)	3-4 years	0	1	1
g)	4-5 years	3	0	3
h)	More than 5 Years	5	1	6
Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	8	1	9
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-
What are the facilities and support services provided for the children staying in Home				Two children we take to the physiotherapy centre and have the therapy by the doctors and physiotherapist
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960				No
Any other registration				Our home is registered under the State Government and have the license to conduct in- country adoptions
Whether the Institution is certified as Fit Institution by				
a)	Juvenile Justice Board			√
b)	Child Welfare Committee			-
If Yes, Please Specify the Facilities provided				Food, Clothing, Sleeping arrangements, Medical Facilities, Educational Facilities, Recreational Facilities etc.

INFRASTRUCTURE						
Infrastructure available						
a)	Owned			√		
b)	Rented			-		
c)	Lease			-		
d)	Donated			-		
Details of Accommodation for Children and Institutional Infrastructure						
S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength	
a)	Dormitories	2	849.4	40	38	
b)	Classrooms	-	-	-	-	
c)	Sick room/ First Aid Room	1	199	6	0	
d)	Kitchen	1	160.6	50	38	
e)	Dinning Hall	1	172	30	12	
f)	Recreation room	-	-	-	-	
g)	Library	-	-	-	-	
h)	Counseling & Guidance room	-	-	-	-	
i)	Office rooms	1	190.6	6	4	
j)	Workshops	-	-	-	-	
k)	Separate Bathrooms for boys and girls	1	163	20	15	
l)	Separate Latrines for boys and girls	-	-	-	-	
m)	Store room	1	234	50	50	
n)	Play Ground	1	621	20	15	
o)	Vocational Training Centre	-	-	-	-	
Total area of the Campus (Sq. ft.)				5 Acres		
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes		

MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	10th & Medical	Nil	06-06-2009
b)	Social Welfare Officer	1	1	M.S.W.	6,500/-	01-01-2010
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	1	1	Paed. MD.	Nil	-
f)	Paramedical Staff	1	1	12th & Medical	Nil	11-01-2010

g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	Metric & Medical	Nil	11-01-2010
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	1	1	12th	5,070/-	01-01-1993
m)	Cook	1	1	5th	3,600/-	10-09-2009
n)	House Aunty	-	-	-	-	-
o)	Security Guard	1	1	4th	3,500/-	01-10-2001
p)	Helper	1	1	12th	4,000/-	01-10-2002
q)	Sweeper	-	-	-	-	-
r)	Any other (Please Specify) Care Taker Gardener Tailor	 13 1 1	 13 1 1	 8th Nil 10th	 3145 3,500 2,000	 01-12-2004 01-11-2010 01-09-2008
	Total	24	24	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	CARA Guidelines 2004
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Every Child has a file with official documents and Medical Papers

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please Tick
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify) Related adoption register as per CARA	 √

Minimum Standard of Care

MEDICAL CARE	
What are the health related services available for Children	Visiting Doctor, Para-medical Staff, tie-up with pediatric hospitals

Does the home have a Medical Care Unit for health check-up of Children		No	
If yes, Opening of day, time and duration of MCU		N.A.	
Frequency of Doctor's visit		Every two weeks and as & when necessary	
Whether any trained Staff for first-aid		Yes	
Referral of Cases			
a)	Govt. Hospital	-	
b)	Dispensary	√	
c)	Any other- Private Hospitals	√	
How many children are suffering from communicable diseases and HIV/AIDS		Nil	
Any specialized services are provided for them		No	
If yes, Please provide in details		N.A.	
Whether ambulance facility is available for patients		Yes	
Any other Facilities		Immunization Facility	
NUTRITION AND DIET SCALE			
Whether any menu chart followed by homes		Yes	
How many times meals are provided in a day		For babies milk is given every two hours and for toddlers 7 times	
What types of special diet is provided for sick infant or children		According to the advice of the Pediatrician	
How many cooks are there		One	
Whether children are helping at the time of cooking in any way		No	
Whether any Nutrition and Child Development Officer is there		No	
CLOTHING AND BEDDING			
How many sets of clothes, bedding and other articles are given to children			
S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	6	Yearly
b)	Winter Clothing(Jersey)	8	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	-	-
e)	Towel	1	Yearly
f)	Durry	-	-
g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/Chappal	2	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	1	Yearly
EDUCATION			
Whether educational facilities are available for children		No	
Are any of the educational facilities available within the institution			
	Formal School on Premises	Yes	No

a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher		-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	2	1	1	Private	1 km	Institutional Vehicle
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A.
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	N.A.

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	N.A.

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-

Whether instructors are trained	N.A.

If Yes, details of qualification			N.A.
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course			N.A.
Difficulty (if any)			N.A.
RECREATIONAL FACILITIES			
Whether recreational facilities are available			Yes
If yes, what are the recreation facilities available for children in Institution			
S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily
b)	Outdoor games	√	Daily
c)	Music	√	Daily
d)	Television	√	Monthly
e)	Picnic	-	-
f)	Outings	√	Quarterly
g)	Cultural Programme	√	Yearly
h)	Yoga	-	-
i)	Debates	-	-
j)	Radio	√	Daily
k)	Any Other	-	-
LIBRARY			
Whether library facilities are available or not			N.A.
If Yes, Opening timing or day			N.A.
What types of books provide for Children			N.A.
SANITATION AND HYGIENE			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S. No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		Yes
c)	Proper drainage System		Yes
d)	Arrangements for disposal of garbage		Yes
e)	Protection from mosquitoes		Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		Yes
h)	Sufficient space for washing		Yes
i)	Clean and fly-proof kitchen		Yes
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other Govt., NGOs etc			Yes
What types of Co-operation and Co-ordination received for homes			Inspections, Receive Permission

MONITORING AND EVALUATION	
Mechanism used by the Institution to monitor the activities of homes	N.A.
Whether any specific evaluation of the Organization/Institution has been conducted in the past	No
If Yes, when and by whom	-
Whether CWC members visit your institution regularly	Yes
TRAINING NEEDS	
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff	No
If Yes, a) Number of Training Programmes organized	-
b) Details of Training Programmes	-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry	Yes
If Yes, Please specify	Î CARA for adoption Î CWC regarding adoption Î Child Right Workshop Î ICPS Workshop
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	Î CWC and women & child welfare office
Suggestion of CWC/Inspection Committee	Î They are happy and co-operative with us always
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î Yes any programme/ workshop concerned adoption

CG/03/ NGO		
IDENTIFICATION		
Name of the Organization		SOS Children's Village, Raipur
Address for Communication		Mana Camp, Raipur
Telephone (with STD code)		0771-2418372
Fax		-
Email ID		soscvraipur@yahoo.co.in
Website of Organization		www.soscvindia.org
Type of Child Care Institution being run		Children Home
Whether run by		NGO
Name and contact of Chief Functionary		National Director 011-43239200
Vision of NGO		Each Child grows up in a family with love, respect and security
Mission of NGO		We build families for children in need
Key Objectives		Mothers, Community etc.
Major Activities		We are committed to cause of Children
Target group/ Stakeholders		Children
Geographical location/area		Mana Camp, Raipur
LEGAL STATUS OF NGO		
Date and year of establishment		12-03-1964, Delhi
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Under Societies Registration Act, XXI 1860
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
12-03-1964	S/2429	New Delhi
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		N.A.
Any other Registration/ Recognition with Central / State Govt.:		State Government
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
Number of Governing Body Members		16
Physical Assets of the Organization		-
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		43
Total No. of Professional Staff a) Male b) Female		 13 28
Total number of a) Full Time b) Part time Staff		 30 13

FINANCIAL MANAGEMENT					
Annual Budget of Organization for last three years (In Lakhs)					
2009-10		2008-09		2007-08	
120.00		90.00		90.00	
Sources of Funding of the NGO (Cash/kind/other)					
Community Support	State Govt.	National	International	Donation	Any Other (Please specify) Corporate
-	√	√	√	√	√

DOCUMENTATION	
Which of the following documents/communication material are maintained at the organizational level	Annual Report, Brochure, Leaflet, Pamphlet and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	SOS Children's Village, Raipur
Contact Details	
a) Name of Superintendent/Secretary	
b) Address	Mana Camp, Raipur
c) Phone	0771-2418372
d) Fax	-
e) Email	soscvraipur@yahoo.co.in
Type of Institution	**Children Home**
Run by	NGO
Year of Establishment of the Home	2005
Supported by	MWCD and State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	140
b) Present Strength	148
Number of Children lodged in the home having families residing in the same State/UT	148
Reasons for staying in the home in case of children having families (provide details)	Orphan Children

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	3	3	6
b)	5-10 years	37	41	78
c)	10-15 years	33	28	61
d)	15-18 years	0	3	3

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	

a)	0-4 month	4	3	7
b)	4-6 month	0	2	2
c)	6-12 month	1	3	4
d)	1-2 years	4	7	11
e)	2-3 years	30	16	46
f)	3-4 years	22	24	46
g)	4-5 years	14	18	32
h)	More than 5 Years	-	-	-

Number of "Children with special needs" in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	-
Any other registration	JJ Act
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	-
If Yes, Please Specify the Facilities provided	-

INFRASTRUCTURE

Infrastructure available

a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	4 * 14	182 * 14	-	-
b)	Classrooms	3 * 2	225 * 2	-	-
c)	Sick room/ First Aid Room	4 * 1	400	-	-
d)	Kitchen	1 * 14	180 * 14	-	-
e)	Dinning Hall	1 * 14	252 * 14	-	-
f)	Recreation room	1	-	-	-
g)	Library	1	-	-	-
h)	Counseling & Guidance room	3	360	-	-
i)	Office rooms	3	360	-	-
j)	Workshops	3	400	-	-
k)	Separate Bathrooms for boys and girls	1 * 14	20 * 14	-	-

l)	Separate Latrines for boys and girls	2 * 14	40 * 14	-	-
m)	Store room	1	-	-	-
n)	Play Ground	1	3 Acre	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				25940	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M.A.	-	-
b)	Social Welfare Officer	1	1	M.A.	-	-
c)	Counselor	2	2	M.A.	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	1	1	M.B.A	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	2	2	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	-	-	-
j)	Music Teacher	1	1	-	-	-
k)	Sports/ Yoga Teacher	1	1	-	-	-
l)	Driver	1	1	-	-	-
m)	Cook	14	14	-	-	-
n)	House Aunty	5	5	-	-	-
o)	Security Guard	4	4	-	-	-
p)	Helper	5	5	-	-	-
q)	Sweeper	1	1	-	-	-
r)	Any other (Please Specify)	-	-	-	-	-
	Total	24	24	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Double Orphan Children
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Social Investigation

Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please Tick
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		Medical Top Priority
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		8a.m.
Frequency of Doctor's visit		Twice in a week
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	√
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for them		N.A.
If yes, Please provide in details		N.A.
Whether ambulance facility is available for patients		N.A.
Any other Facilities		N.A.
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Three
What types of special diet is provided for sick infant or children		According to the advice of the Pediatrician
How many cooks are there		One
Whether children are helping at the time of cooking in any way		Yes
Whether any Nutrition and Child Development Officer is there		Yes

CLOTHING AND BEDDING			
How many sets of clothes, bedding and other articles are given to children			
S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly

b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	3	Yearly
e)	Towel	1	Yearly
f)	Durry	1	Yearly
g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/Chappal	1	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

	Formal School on Premises	Yes	No
a)	Pre-school	√	-
b)	Primary	-	√
c)	Secondary	-	√
d)	Higher	-	√
e)	Non-formal classes	√	-
f)	Private coaching	√	-
g)	Bridge Course	√	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	16	-	-	-	-	-
b)	Primary	89	-	-	-	-	-
c)	Secondary	37	-	-	-	-	-
d)	Higher	5	-	-	-	-	-
e)	Non-formal classes	1	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	Yes
If Yes, then how much per child month	Need based
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	N.A.

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	N.A.

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-

d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				N.A.	
If Yes, details of qualification				N.A.	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				N.A.	
Difficulty (if any)				N.A.	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		-	
b)	Outdoor games	√		-	
c)	Music	√		-	
d)	Television	√		-	
e)	Picnic	√		-	
f)	Outings	√		-	
g)	Cultural Programme	√		-	
h)	Yoga	√		-	
i)	Debates	√		-	
j)	Radio	√		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Daily, 8:00 a.m.	
What types of books provide for Children				Educational	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	

c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What types of Co-operation and Co-ordination received for homes		Meeting
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		Yes
If Yes, a) Number of Training Programmes organized		10
b) Details of Training Programmes		JJ Act, Child Rights, Health, Education, Career and Care.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Î WCD Programmes
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Î WCD Î Social Welfare Î CWC Î NGO
Suggestion of CWC/Inspection Committee		Î More bridge course for children
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		Î JJ Act Î Nutrition Î Record Keeping Î Care of children in Institutional Settings

Delhi

DELHI/01/GO

Profile of Child Care Institution

Name of Child Care Institution	Ujjawal Children Home for Boys
Contact Details	
a) Name of Superintendent/Secretary	Ms. Praveen
b) Address	-
c) Phone	-
d) Fax	-
e) Email	-
Type of Institution	**Children Home**
Run by	State Government
Year of Establishment of the Home	-
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**- Don't know**
Number of inmates	
a) Capacity	100
b) Present Strength	88
Number of Children lodged in the home having families residing in the same State/UT	50
Reasons for staying in the home in case of children having families (provide details)	Neglected, Poor socio-economic condition

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	88
c)	10-15 years			
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	5
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	12
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	5

Number of "Children with special needs" in the home

S.No.	Category	Number of Children	Total

		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	1	1
d)	Any other Deaf & Dumb	-	2	2

What are the facilities and support services provided for the children staying in Home	Vocational Training, Infrastructure Education, Computer Training, Lodging & Food etc.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	Don't Know
Any other registration	-
Whether the Institution is certified as Fit Institution	Yes
a) by Juvenile Justice Board	-
b) by Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	Nutrition Order by the Child Welfare Committee, Govt. School for Education, Dentist Course – after 10th pass.

INFRASTRUCTURE

Infrastructure available

a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	
b)	Classrooms	3		50 to 60	
c)	Sick room/ First Aid Room	2		3 to 4	
d)	Kitchen	1		-	
e)	Dinning Hall	1		Around 500	
f)	Recreation room	1		40	
g)	Library	1		20	
h)	Counselling & Guidance room	1		-	
i)	Office rooms	2		5 to 6	
j)	Workshops	2		-	
k)	Separate Bathrooms for boys and girls	1		-	
l)	Separate Latrines for boys and girls	1		-	

m)	Store room	1		-	
n)	Play Ground	1		-	
o)	Vocational Training Centre	1		20	
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	1	MSW		
b)	Social Welfare Officer	-	2	MSW		
c)	Counselor	-	-			
d)	Case Worker	-	-			
e)	Doctor (Part time or Full time)	-	1	MBBS		
f)	Paramedical Staff	-	1	T.G.T		
g)	Educator	-	2			
h)	Vocational Instructor	-	2			
i)	Store-keeper cum Accountant	-	2	-		
j)	Music Teacher	-	1			
k)	Sports/ Yoga Teacher	-	1			
l)	Driver	-	-			
m)	Cook	-	4			
n)	House Aunty	-	-			
o)	Security Guard	-	6			
p)	Helper	-	-			
q)	Sweeper	-	3			
r)	Any other (Please Specify)	-	8	10^{th}		
	Total					

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes		Yes
If Yes Please mention		Ordered by CWC
Whether the organization maintains any specific Proforma for recording details of Information of every child		Yes
What kind of information you have collected from children		
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √

a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	Education File

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children		First Aid
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		Monday to Saturday (Full time)
Frequency of Doctor's visit		2 Days, Tuesday and Thursday
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	Yes
b)	Dispensary	-
c)	Any other	In the Emergency, refer to private Hospital
How many children are suffering from communicable diseases and HIV/AIDS		None
Any specialized services are provided for such children		No
Whether ambulance facility is available for patients		No
Any other Facilities		-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Three Times
What types of special diet is provided for sick infant or children	As per Advice of Doctor
How many cooks are there	Four
Whether children are helping at the time of cooking in any way	NA
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	5	Per Year
b)	Winter Clothing(Jersey)	5	-
c)	School Uniform	2	-
d)	Under garments	-	-

e)	Towel	2	-
f)	Durry	-	-
g)	Blanket	-	-
h)	Pillow	2	-
i)	Shoes/ Chappal	2	-
j)	Tooth powder/paste	As per the need	-
k)	Soap	As per the need	-
l)	Oil	As per the need	-
m)	Utensils (Plates and Glasses)	-	-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	-	-
e)	Non-formal classes	√	-
f)	Private coaching	√	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	50	50	-	Govt.	3 to 4 km	own
c)	Secondary			-			
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	23	23	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate foe children	No
If No, what are the other facilities required	More Fund required for private institution

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring				
b)	Beauty Culture				
c)	Computer	√			

d)	Jute bags and 'moti' work				
e)	Painting and Mehendi				
f)	Books binding				
g)	Printing				
h)	Auto Rickshaw/motor cycle/ mobile repairing				
i)	Candle making				
j)	Pickle making				
k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				
o)	Any other				
Whether instructors are trained				Yes	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				Yes	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		-	
b)	Outdoor games	√		-	
c)	Music	√		-	
d)	Television	√		-	
e)	Picnic	√		-	
f)	Outings	√		-	
g)	Cultural Programme	√		-	
h)	Yoga	√		(Part Time)	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Monday to Saturday	
What types of books provide for Children				Education, Comics, Magazine, Newspaper	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S.No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			√	

b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	√
c)	Proper drainage System	√
d)	Arrangements for disposal of garbage	√
e)	Protection from mosquitoes	√
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	√
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	√
h)	Sufficient space for washing	√
i)	Clean and fly-proof kitchen	√
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		No
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		Manas Foundation by High Court etc
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		Yes
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		Child Rights, Fundamental Rights
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workshops at Institution like NIPCCD to build their capacities		Î JJ Act related training, Rules and Section

DELHI/02/GO

Profile of Child Care Institution

Name of Child Care Institution	**Village Cottage Home-I**
Contact Details	
a) Name of Superintendent/Secretary	Virendra Kumar
b) Address	Kasturba Niketan, Lajpat Nagar-I
c) Phone	-
d) Fax	-
e) Email	-
Type of Institution	**Children Home**
Run by	State Government
Year of Establishment of the Home	1975
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Don't know**
Number of inmates	
a) Capacity	50
b) Present Strength	29
Number of Children lodged in the home having families residing in the same State/UT	Maximum from Delhi
Reasons for staying in the home in case of children having families (provide details)	Poor

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	29	29
c)	10-15 years			
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	16	13	29
e)	2-3 years			
f)	3-4 years			
g)	4-5 years			
h)	More than 5 Years			

Number of "Children with special needs" in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	IQ- NORMAL		

What are the facilities and support services provided for the children staying in Home		Lodging, Food, Clothing, Medical Facilities etc
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		-
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		All facilities were provided before shifting the Home

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	3	-	10 to 12	
b)	Classrooms				
c)	Sick room/ First Aid Room	-			
d)	Kitchen	3		-	
e)	Dinning Hall	-		-	
f)	Recreation room	-		-	
g)	Library	-		-	
h)	Counselling & Guidance room	-		-	
i)	Office rooms	1	But not Spacious	-	
j)	Workshops	-		-	
k)	Separate Bathrooms for boys and girls	3		-	
l)	Separate Latrines for boys and girls	3		-	
m)	Store room	-		-	
n)	Play Ground	-		-	
o)	Vocational Training Centre	-		-	
Total area of the Campus (Sq. ft.)				-	

Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	No

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	1	M/A		
b)	Social Welfare Officer	-	-			
c)	Counselor	-	-			
d)	Case Worker	-	-			
e)	Doctor (Part time or Full time)	-	1	MBBS		
f)	Paramedical Staff	-	-			
g)	Educator	-	-			
h)	Vocational Instructor	-	-			
i)	Store-keeper cum Accountant	-	2	Professional Course		
j)	Music Teacher	-	-			
k)	Sports/ Yoga Teacher	-	-			
l)	Driver	-	-			
m)	Cook	-	4			
n)	House Aunty	-				
o)	Security Guard	-	1			
p)	Helper	-	-			
q)	Sweeper	-	1 (Part Time)			
r)	Any other (Please Specify)	-	-			
	Total					

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	File Maintained
Whether the organization maintains any specific Proforma for recording details of Information of every child	No
If Yes, what kind of information you have collected from children	-

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	-
b)	Individual Care Plan	-

c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	-
f)	Stock Register	-
g)	Visitor's book	-
h)	Case file	-
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	First Aid- Dispensary
Does the home have a Medical Care Unit for health check-up of Children	No
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	3 Days in a week
Whether any trained Staff for first-aid	Yes
Referral of Cases	
a) Govt. Hospital	Yes
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	-
Any specialized services are provided for such children	No
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Three Times
What types of special diet is provided for sick infant or children	As per Doctor's Advice Egg, Butter, Extra Milk
How many cooks are there	Three
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Per Year
b)	Winter Clothing(Jersey)	2	-
c)	School Uniform	2	-
d)	Under garments	2	-
e)	Towel	2	-

f)	Durry		-
g)	Blanket		-
h)	Pillow		-
i)	Shoes/ Chappal	2	-
j)	Tooth powder/paste	As per the need	-
k)	Soap		-
l)	Oil		-
m)	Utensils (Plate and Glass)		-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	√	-
e)	Non-formal classes	√	-
f)	Private coaching	√	-
g)	Bridge Course	√	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	-	29	-	Govt.	1km	-
c)	Secondary	-		-			-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	No
If No, what are the other facilities required	More timing for Private Coaching

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring				
b)	Beauty Culture				
c)	Computer				
d)	Jute bags and ‘moti’ work				

e)	Painting and Mehendi				
f)	Books binding				
g)	Printing				
h)	Auto Rickshaw/motor cycle/ mobile repairing				
i)	Candle making				
j)	Pickle making				
k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				
o)	Any other				
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		-	
b)	Outdoor games	√		-	
c)	Music	√		-	
d)	Television	√		-	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	-		-	
h)	Yoga	-		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening of timing or day				-	
What types of books provided for Children				Comics, as per need of Children	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			-	

c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	-
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	-
i)	Clean and fly-proof kitchen	-
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		No
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		Î Orientation on JJ Act,2000

DELHI/03/ GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home for Boys-I**
Contact Details	
a) Name of Superintendent/Secretary	K.V.Sareen
b) Address	Alipur , Opposite Police Station, Delhi-36.
c) Phone	011-27202339
d) Fax	-
e) Email	-
Type of Institution	**Children Home**
Run by	State Government
Year of Establishment of the Home	1980
Supported by	-
Whether registered under 34(3) of JJ Act with the State Government	**Under Process**
Number of inmates	
a) Capacity	200
b) Present Strength	185
Number of Children lodged in the home having families residing in the same State/UT	20
Reasons for staying in the home in case of children having families (provide details)	Poor Financial Condition

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	-	95	-
d)	15-18 years	-	90	1

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	6	-
b)	4-6 month	-	10	-
c)	6-12 month	-	50	-
d)	1-2 years	-	73	-
e)	2-3 years	-	26	-
f)	3-4 years	-	14	-
g)	4-5 years	-	6	-
h)	More than 5 Years	-	-	-

Number of “Children with special needs” in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	1	-
b)	Autism	-	Nil	-
c)	Physically challenged	-	Nil	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		They are transferred to Home for Mentally Retarded People, Avantika after their IQ assessment
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		N.A
Any other registration		N.A
Whether the Institution is certified as Fit Institution		Yes
a)	by Juvenile Justice Board	-
b)	by Child Welfare Committee	√
If Yes, Please Specify the facilities provided		Overall welfare facilities are provided to the children including food, clothing as per norms. Education, Vocational, recreational and counseling facilities are also provided.

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	8	-	25	(22-28)
b)	Classrooms	8	-	-	-
c)	Sick room/ First Aid Room	Separate Medical care	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	1	-	-	-
g)	Library	1	-	-	-
h)	Counseling & Guidance room	1	-	-	-
i)	Office rooms	6	-	-	-

j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	N.A	-	-	-
l)	Separate Latrines for boys and girls	N.A	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	4	-	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1			
b)	Social Welfare Officer	5	5			
c)	Counselor	4	3			
d)	Case Worker					
e)	Doctor (Part time or Full time)	1	1			
f)	Paramedical Staff					
g)	Educator					
h)	Vocational Instructor	8	4			
i)	Store-keeper cum Accountant					
j)	Music Teacher					
k)	Sports/ Yoga Teacher	1	1			
l)	Driver					
m)	Cook	2	1			
n)	House Aunty					
o)	Security Guard	4	-			
p)	Helper					
q)	Sweeper	2	-			
r)	Any other U.D.C Steno Matron Basic Teacher	 2 1 1 2	 2 - 1 -			

	LDC Caretaker Peon Artision Maali	1 20 2 1 2	1 09 - - 1			
	Total					

CRITERIA FOR ADMISSION IN CHILDREN HOMES		
Whether the organization is following any criteria for admission of children in Homes		Yes
If Yes Please mention		Children are sent as per orders of CWC
Whether the organization maintains any specific Proforma for recording details of Information of every child		Yes, Individual case file of child is maintained
If Yes, what kind of information you have collected from children		.
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	-
j)	Stock register	-
k)	Any other(Please Specify)	-
Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		Medical Care Unit with full and part time doctors and nursing staff available round the clock
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		9:30 a.m. to 5:00 p.m. Nursing staff is residential
Frequency of Doctor's visit		Daily
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable		None

diseases and HIV/AIDS			
Any specialized services are provided for such children		No	
If yes, Please provide in details		-	
Whether ambulance facility is available for patients		No	
Any other Facilities		-	
NUTRITION AND DIET SCALE			
Whether any menu chart followed by homes		Yes	
How many times meals are provided in a day		Three Times along with snacks in between	
What types of special diet is provided for sick infant or children		As recommended by doctor	
How many cooks are there		Two	
Whether children are helping at the time of cooking in any way		Yes	
Whether any Nutrition and Child Development Officer is there		No	
CLOTHING AND BEDDING			
How many sets of clothes, bedding and other articles are given to children			
S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	4	Per Year
b)	Winter Clothing(Jersey)	2	Per Year
c)	School Uniform	2	Per Year
d)	Under garments	4	Per Year
e)	Towel	2	Per Year
f)	Durry	1	Per Year
g)	Blanket	3	Per Year
h)	Pillow	1	Per Year
i)	Shoes/Chappal	2	Per Year
j)	Tooth powder/paste	50g	Per Month
k)	Soap	1Piece	Per Month
l)	Oil	90g	Per Month
m)	Utensils (Plates and Glasses)	1	Per Year
EDUCATION			
Whether educational facilities are available for children		Yes	
Are any of the educational facilities available within the institution			
a)	Formal School on Premises	√	-
b)	Pre-school	-	-
c)	Primary	√	-
d)	Secondary	√	-
e)	Higher	-	-
f)	Non-formal classes	√	-
g)	Private coaching	√	-
h)	Bridge Course	-	-
i)	Any other	-	-

How many children go to school outside the premises of the institution							
S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	N.A	-	-	-
b)	Primary	-	48	N.A	48	.5 km	Self
c)	Secondary	-	02	N.A	02	.5 km	Self
d)	Higher	-	-	N.A	-	-	-
e)	Non-formal classes	-	121	N.A	-	-	-
f)	Any other	-	-	N.A	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate foe children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-			
b)	Beauty Culture	-			
c)	Computer	30			
d)	Jute bags and ‘moti’ work	-			
e)	Painting and Mehendi	-			
f)	Books binding	-			
g)	Printing	-			
h)	Auto Rickshaw/motor cycle/ mobile repairing	-			
i)	Candle making	-			
j)	Pickle making	-			
k)	Soap making	-			
l)	Textile Designing	-			
m)	Electrical trade	-			
n)	Shoes making/leather craft	-			
o)	Any other	Barber-16 Welding-14			

Whether instructors are trained	Yes
If Yes, details of qualification	Graduate along with training in their craft
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	Yes

Difficulty (if any)			-
RECREATIONAL FACILITIES			
Whether recreational facilities are available			Yes
If yes, what are the recreation facilities available for children in Institution			
S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily
b)	Outdoor games	√	Daily
c)	Music	√	Per Week
d)	Television	√	Daily
e)	Picnic	√	Quartely
f)	Outings	√	Quartely
g)	Cultural Programme	√	Monthly
h)	Yoga	-	-
i)	Debates	-	-
j)	Radio	√	Daily
k)	Any Other	-	-
LIBRARY			
Whether library facilities are available or not			Yes
If Yes, Opening timing or day			9:30 a.m. to 5:00 p.m., Daily
What types of books provide for Children			Stories book, Comics
SANITATION AND HYGIENE			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S.No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		√
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		√
c)	Proper drainage System		√
d)	Arrangements for disposal of garbage		√
e)	Protection from mosquitoes		√
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		√
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		√
h)	Sufficient space for washing		√
i)	Clean and fly-proof kitchen		√
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other Govt., NGOs etc			Yes
What type of Co-operation and Co-ordination has been received for homes			For education, Vocational and Restoration.
MONITORING AND EVALUATION			
Mechanism used by the Institution to monitor the activities of			Monthly Inspection by CWC

homes	(Child Welfare Committee)
Whether any specific evaluation of the Organization/Institution has been conducted in the past	Yes,
If Yes, when and by whom	By CWC on Monthly basics
Whether CWC members visit your institution regularly	Yes
TRAINING NEEDS	
Whether the Institution has organized any training programme regarding JJ Act for its Staff	Yes
If Yes, a) Number of Training Programmes organized	Years (approx)
b) Details of Training Programmes	-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry	Yes
If Yes, Please specify	Computer training and on JJ Act
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	Î Subhakshika, NGO Î SATHI, NGO Î Hole in the wall, NGO Î Shokeenda, Computers
Suggestion of CWC/Inspection Committee	-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workshops at Institution like NIPCCD to build their capacities	Î On JJ Act Î Skills required for dealing with problematic children

DELHI/04/ GO				
Name of Child Care Institution				Children Home for Girls
Contact Details				
a) Name of Superintendent/Secretary				Ms. Inderpreet
b) Address				Children Home for Girls, Nirmal Chhaya Complex.
c) Phone				011-2850599
d) Fax				-
e) Email				-
Type of Institution				Observation Home
Run by				State Government
Year of Establishment of the Home				1st January, 1981
Supported by				MWCD and State Govt.
Whether registered under 34(3) of JJ Act with the State Government				**Yes**
Number of inmates				
a) Capacity				100
b) Present Strength				1
Number of Children lodged in the home having families residing in the same State/UT				No
Reasons for staying in the home in case of children having families (provide details)				-
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	-	-	-
d)	15-18 years	1	-	1
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-
Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total

		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	No
Any other registration	Juvenile Delinquency (Child Care and Protection) Act, 2000
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	√
b) Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	All facilities which covers JJ Act

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	1	-	100	1
b)	Classrooms	3		100	1
c)	Sick room/ First Aid Room	1		100	1
d)	Kitchen	1		-	1
e)	Dinning Hall	1		-	1
f)	Recreation room	1		-	1
g)	Library	1		-	1
h)	Counseling & Guidance room	1		-	1
i)	Office rooms	1		-	1
j)	Workshops	1		-	1
k)	Separate Bathrooms for boys and girls	√		-	1
l)	Separate Latrines for boys and girls	√		-	1
m)	Store room	1		-	1
n)	Play Ground	1		-	1
o)	Vocational Training Centre	1		-	1

Total area of the Campus (Sq. ft.)	
Whether the dormitories, classrooms and workshops have sufficient	Yes

ventilation and Light						
MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1				
b)	Social Welfare Officer	1				
c)	Counselor	-				
d)	Case Worker	-				
e)	Doctor (Part time or Full time)	-				
f)	Paramedical Staff	-				
g)	Educator	-				
h)	Vocational Instructor	-				
i)	Store-keeper cum Accountant	-				
j)	Music Teacher	-				
k)	Sports/ Yoga Teacher	-				
l)	Driver	-				
m)	Cook	1				
n)	House Aunty	-				
o)	Security Guard	25				
p)	Helper	-				
q)	Sweeper	-				
r)	Any other (Please Specify)	Care Taker 3				
	Total					
CRITERIA FOR ADMISSION IN CHILDREN HOMES						
Whether the organization is following any criteria for admission of children in Homes				Yes		
If Yes Please mention				Through JJ Board and PS		
Whether the organization maintains any specific Proforma for recording details of Information of every child				Yes		
If Yes, what kind of information you have collected from children				-		
Maintenance of Registers/Record Maintenance						
S. No.	Details of Register			Please Specify		
a)	Admission and discharge register			Yes		
b)	Individual Care Plan			Yes		

c)	Supervision register	Yes
d)	Medical file or medical report	Yes
e)	Nutrition diet file	Yes
f)	Stock Register	Yes
g)	Visitor's book	Yes
h)	Case file	Yes
i)	Inquiry report file	Yes
j)	Stock register	Yes
k)	Any other(Please Specify)	Yes

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	MCU and Medical Unit in institution
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	9:00 a.m. to 3:00 p.m., Monday to Saturday
Frequency of Doctor's visit	Monday to Saturday
Whether any trained Staff for first-aid	Yes
Referral of Cases	
a) Govt. Hospital	Yes
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	-
Any specialized services are provided for such children	-
If yes, Please provide in details	-
Whether ambulance facility is available for patients	Yes
Any other Facilities	Medical unit in home or institution

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Three Times
What types of special diet is provided for sick infant or children	Egg, Butter, Extra Milk and Fruits
How many cooks are there	Three
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	5	Per Year
b)	Winter Clothing(Jersey)	2 Half + Full	Per Year
c)	School Uniform	2 Set	Per Year
d)	Under garments	6	-

e)	Towel	3	-
f)	Durry	1	Within 3 Year
g)	Blanket	1	Per Year
h)	Pillow	1	Per Year
i)	Shoes/Chappal	2/2	Per Year
j)	Tooth powder/paste	50 Cirum	Per Month
k)	Soap	1Piece, 500 g for cloth Washing + 100 g Powder	Per Month
l)	Oil	100 Gram	Per Month
m)	Utensils (Plate and Glass)	1 Plate, 2 bowl, 1 Glass, 1 Spoon	-

EDUCATION

Whether educational facilities are available for children		Yes	
Are any of the educational facilities available within the institution			
a)	Formal School on Premises	Yes	No
b)	Pre-school	-	-
c)	Primary	-	-
d)	Secondary	-	-
e)	Higher	-	-
f)	Non-formal classes	√	-
g)	Private coaching	-	-
h)	Bridge Course	-	-
i)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	-
If Yes, then how much per child month	-
Whether the educational facilities are adequate foe children	-
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring		1	1	No Course
b)	Beauty Culture				

c)	Computer				
d)	Jute bags and 'moti' work				
e)	Painting and Mehendi				
f)	Books binding				
g)	Printing				
h)	Auto Rickshaw/motor cycle/ mobile repairing				
i)	Candle making				
j)	Pickle making				
k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				
o)	Any other				

Whether instructors are trained	Yes
If Yes, details of qualification	Master in Social Work Work experience YC.M
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	Yes
Difficulty (if any)	No

RECREATIONAL FACILITIES

Whether recreational facilities are available	Yes

If yes, what are the recreation facilities available for children in Institution

S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily
b)	Outdoor games	√	Daily
c)	Music	-	-
d)	Television	√	Daily
e)	Picnic	-	-
f)	Outings	-	-
g)	Cultural Programme	√	Per Year
h)	Yoga	-	-
i)	Debates	-	-
j)	Radio	-	-
k)	Any Other	-	-

LIBRARY

Whether library facilities are available or not	Yes
If Yes, Opening timing or day	1:00 p.m. to 5:00 p.m. Monday to Friday
What types of books provide for Children	Story book and general

SANITATION AND HYGIENE

Whether Sanitation and Hygiene is maintained in the home through following facilities

S. No.	Details of Sanitation and Hygiene	Yes/No
a)	Sufficient treated and filtered drinking water	Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What types of Co-operation and Co-ordination received for homes		Counseling(Manus), Bal Bhawan, Art and Craft (HAQ)
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		Management Committee, Children Committee, Records Maintenance
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		Dated on 29 June, 2010 by Bench of Magistrate
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		Yes
If Yes, a) Number of Training Programmes organized		To be taken from the H.Q
b) Details of Training Programmes		Cutting and tailoring , Art and Craft
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Î Manus foundation for good Mental health Î HAQ (for Counseling and Art and Craft) Î Bal Bhawan (Entertainment)
Suggestion of CWC/Inspection Committee		Î The beds and the beddings are

	provided to the girls, the bed covers and bed sheets were taken Î The Staff strength seemed satisfactory, New Welfare W.O. and Guards have joined.
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î Workshop on Juvenile Delinquency (Child Care and Protection) Act 2000 Î Healthy interaction in b/w inter state workers for discussing their work experience Î Seminar on needs and Problems for working with Children

DELHI/05/GO				
Profile of Child Care Institution				
Name of Child Care Institution				**Children Home for Girls-III (CHG-III) Sharda Greh**
Contact Details				
a) Name of Superintendent/Secretary				Mrs. Usha Kadyan
b) Address				Nari Niketan, Children Home for Girls-III, Nirmal Chhaya Complex
c) Phone				-
d) Fax				-
e) Email				-
Type of Institution				**Children Home**
Run by				State Government (Department of Women and Child Development, Govt. of NCT of Delhi)
Year of Establishment of the Home				2010
Supported by				State Govt.
Whether registered under 34(3) of JJ Act with the State Government				**Yes**
Number of inmates				
a) Capacity				30
b) Present Strength				02
Number of Children lodged in the home having families residing in the same State/UT				01
Reasons for staying in the home in case of children having families (provide details)				Misconduct of family members with the child and refusal to accept their own child.
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	-	-	-
d)	15-18 years	2	-	2
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-

c)	6-12 month	-	-	-
d)	1-2 years	2	-	2
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	0	-	-
b)	Autism	0	-	-
c)	Physically challenged	0	-	-
d)	Any other (please specify)	Psychological illness		2

What are the facilities and support services provided for the children staying in Home	Free lodging facility, Free Medical facility, Free Vocational Classes and Non Formal Education as well as recreational facilities like T.V, radio and Games.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	-
Any other registration	Government owned Institutions
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	As per JJ Act,2000 Specified norms & rules of JJ act are followed for children of CHG-III

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	4	1000 Sq. Ft.	25 / dormitory	24-I, 13-II
b)	Classrooms	2	App. 300 Sq. Ft	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	App. 450 Sq. Ft	-	-

e)	Dinning Hall	-	-	-	-
f)	Recreation room	1	App.1000 Sq. Ft	-	-
g)	Library	1	App. 300 Sq. Ft	-	-
h)	Counselling & Guidance room	1	App. 300 Sq. Ft	-	-
i)	Office rooms	3	App. 250 Sq. Ft	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	5	App. 25 Sq. Ft	-	-
l)	Separate Latrines for boys and girls	9	App. 25 Sq. Ft	-	-
m)	Store room	1	250 Sq. Ft	-	-
n)	Play Ground	2	3000 Sq. Ft	-	-
o)	Vocational Training Centre	1	300 Sq. Ft	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M.A.	50568	June 2008
b)	Social Welfare Officer	1	1	M.A. BSW	15000	25 Nov. 2009
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant/ LDC	2	2	Graduate	-	10 Sep. 2008
j)	Music Teacher	1	1	ITI	35395	1 April 2001
k)	Sports/ Yoga Teacher	-	-	-		-
l)	Driver	1	1	-	23927	01 Aug. 2003
m)	Cook	1	1	Tenth	18953	07 Jan. 1994
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	8	8	-	-	-

q)	Sweeper	-		-	-	-
r)	Any other	Chowkidar - 7	7	-	-	-
		W/W - 9	2	-	-	-
		C/T - 2	1	-	-	-
		H/C - 1	-	-	-	-
	Total	34				

CRITERIA FOR ADMISSION IN CHILDREN HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Rescued from brothels and Prostitution
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Î Case History Î Copy of FIR Î Copy of 164 Crpc statement Î Medical Record Î HIV and other Sex-related diseases tests Î Regular Nrbing observing their behaviour and intensils

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	-
j)	Stock register	-
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE	
What are the health related services available for Children	Mental Health Unit and Medical Care Unit.
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	Monday to Friday, 09:30 a.m. to 03:00 p.m. Saturday 09:30 a.m. to 01:00 p.m.
Frequency of Doctor's visit	-

Whether any trained Staff for first-aid		Yes	
Referral of Cases			
a)	Govt. Hospital	Yes	
b)	Dispensary	-	
c)	Any other	-	
How many children are suffering from communicable diseases and HIV/AIDS		0/ None	
Any specialized services are provided for such children		No	
If yes, Please provide in details		-	
Whether ambulance facility is available for patients		No	
Any other Facilities		When any Emergency or need arises taxi is hired, which is nearest to the office.	
NUTRITION AND DIET SCALE			
Whether any menu chart followed by homes		Yes, Balance diet provided	
How many times meals are provided in a day		Three Times	
What types of special diet is provided for sick infant or children		Depending upon the condition, Medical Officer prescribe the special diet which is provided to the child.	
How many cooks are there		Two	
Whether children are helping at the time of cooking in any way		Yes	
Whether any Nutrition and Child Development Officer is there		Yes	
CLOTHING AND BEDDING			
How many sets of clothes, bedding and other articles are given to children			
S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	5 set	Per Year
b)	Winter Clothing(Jersey)	2 set	2 Year
c)	School Uniform	-	-
d)	Under garments	6 set	Per Year
e)	Towel	4 set	Per Year
f)	Durry	1 / bed	Per 3 Year
g)	Blanket	-	-
h)	Pillow	Not provided due to sensitivity of cases	
i)	Shoes/ Chappal	1 / 1	Per Year
j)	Tooth powder/paste	50 gm	Per Month
k)	Soap	1	Per Month
l)	Oil	100 gm	Per Month
m)	Utensils (Plate and Glass)	1 + 1	-
EDUCATION			
Whether educational facilities are available for children		Yes	
Are any of the educational facilities available within the institution			
S.No	Formal School on Premises	Yes	No

a)	Pre-school	-	√
b)	Primary	-	√
c)	Secondary	-	√
d)	Higher	-	√
e)	Non-formal classes	√	-
f)	Private coaching	-	√
g)	Bridge Course	Prepare for open exam	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	0	-	-	-	-	-
b)	Primary	0	-	-	-	-	-
c)	Secondary	0	-	-	-	-	-
d)	Higher	0	-	-	-	-	-
e)	Non-formal classes	01	-	01	-	-	-
f)	Any other	0	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A
Whether the educational facilities are adequate foe children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	01	01	-
b)	Beauty Culture	-	In Process	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	In Process	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	In Process	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-

Whether instructors are trained			Yes
If Yes, details of qualification			ITI Tailoring and Cutting
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course			No
Difficulty (if any)			-
RECREATIONAL FACILITIES			
Whether recreational facilities are available			Yes
If yes, what are the recreation facilities available for children in Institution			
S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily
b)	Outdoor games	√	Daily
c)	Music	√	Daily
d)	Television	√	Daily
e)	Picnic	-	-
f)	Outings	√	Yearly
g)	Cultural Programme	√	Occasionally
h)	Yoga	-	-
i)	Debates	-	-
j)	Radio	-	-
k)	Any Other	-	-
LIBRARY			
Whether library facilities are available or not			Yes
If Yes, Opening timing or day			After 5:00 p.m. everyday
What types of books provide for Children			Based on social issues and rights miscellaneous magazines for recreation
SANITATION AND HYGIENE			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S. No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		Yes
c)	Proper drainage System		Yes
d)	Arrangements for disposal of garbage		Yes
e)	Protection from mosquitoes		Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		Yes
h)	Sufficient space for washing		Yes
i)	Clean and fly-proof kitchen		Yes
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other			Yes

Govt., NGOs etc	
What type of Co-operation and Co-ordination has been received for homes	Social Worker for Non-formal education of Inmates
MONITORING AND EVALUATION	
Mechanism used by the Institution to monitor the activities of homes	Daily round by Welfare Officer and Superintendent as well as frequent visits by District Officer as well as from Department of Women and Child Development
Whether any specific evaluation of the Organization/Institution has been conducted in the past	Yes
If Yes, when and by whom	By Secretary of Women and Child Development and Social Welfare.
Whether CWC members visit your institution regularly	Yes
TRAINING NEEDS	
Whether the Institution has organized any training programme regarding JJ Act for its Staff	Yes
If Yes, a) Number of Training Programmes organized	02
b) Details of Training Programmes	1) Organized by NIPCCD for the Superintendent of CHG-III, about the JJ Act. 2) Organized by NIPCCD for Welfare Officer upon the status and situations of girl child.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry	No
If Yes, Please specify	-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	Î Subhakshika Education Society- Non Formal Education Î Ritanjali- Non Formal + Vocational Courses Î Holy Child Missionaries- Recreational + Cultural Programmes
Suggestion of CWC/Inspection Committee	Î More 'Art of Living' Sessions for spiritual and personal calm and well being of children.
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	-

DELHI/06/GO

Profile of Child Care Institution

Name of Child Care Institution	**Anukriti Children Home for Girls-II**
Contact Details	
a) Name of Superintendent/Secretary	Mrs. Inderpreet
b) Address	Children Home for Girls-II, Nirmal Chhaya Complex, New Delhi
c) Phone	011-2852599
d) Fax	-
e) Email	-
Type of Institution	**Children Home**
Run by	State Government (Department of Women and Child Development)
Year of Establishment of the Home	1st January, 1981
Supported by	DWCD and State Government
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	100
b) Present Strength	120
Number of Children lodged in the home having families residing in the same State/UT	15
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	16	-	16
b)	5-10 years	50	-	50
c)	10-15 years	60	-	60
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	43	-	43
b)	4-6 month	20	-	20
c)	6-12 month	15	-	15
d)	1-2 years	24	-	24
e)	2-3 years	08	-	08

f)	3-4 years	05	-	05
g)	4-5 years	07	-	07
h)	More than 5 Years	04	-	04

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	0	-	-
b)	Autism	0	-	-
c)	Physically challenged	4	-	4
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	√
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		All facilities which covers JJ Act

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	4	-	25	40
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	1	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	1	-	-	-
g)	Library	1	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	6	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	12	-	-	-
l)	Separate Latrines for boys and girls	8	-	-	-
m)	Store room	1	-	-	-

n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	2	-	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M.S.W.	9300-34800	2-Dec. 2010
b)	Social Welfare Officer	3	3	M.S.W.	-	2 Years
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	2	2	M.B.B.S	18000	3 Years
f)	Paramedical Staff	-	3	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	2	-	-	-
i)	Store-keeper cum Accountant/ LDC	-	1	-	-	-
j)	Music Teacher	-	1	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	1	-	-	-
m)	Cook	-	3	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	8	-	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	-	7	-	-	-
r)	Any other	-	-	-	-	-
	Total	6	32			

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	JJ Act Care and Protection
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	-

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√

b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	-
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	Mental Health Unit, Medical Care Unit and within the institution one small dispensary.
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	Monday to Saturday, 09:00 a.m. to 03:00 p.m.
Frequency of Doctor's visit	Monday- Saturday
Whether any trained Staff for first-aid	Yes
Referral of Cases	
a) Govt. Hospital	Yes
b) Dispensary	Yes
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	N.A.
Any specialized services are provided for such children	N.A.
If yes, Please provide in details	N.A.
Whether ambulance facility is available for patients	Yes
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Three Times
What types of special diet is provided for sick infant or children	As per doctor's recommendation.
How many cooks are there	Three
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	5	Year

b)	Winter Clothing(Jersey)	5	Year
c)	School Uniform	2	Year
d)	Under garments	6	Year
e)	Towel	3	Year
f)	Durry	1	Year
g)	Blanket	1	Year
h)	Pillow	1	Year
i)	Shoes/ Chappal	2	Year
j)	Tooth powder/paste	50g	Month
k)	Soap	1	Month
l)	Oil	100gm	Month
m)	Utensils (Plate and Glass)	1 Set	-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	√	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	28	-	28	Govt.	3 km	Bus (DTC)
c)	Secondary	10	-	10	Govt.	3 Km	Bus (DTC)
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	74	-	74	NGO	Within institution	Walking
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A
Whether the educational facilities are adequate foe children	No
If No, what are the other facilities required	Institution needs pre-school for 3-5 years children

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format					
S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and 'moti' work	-	110	110	-
e)	Painting and Mehendi				
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				-	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Weekly	
c)	Music	√		Daily	
d)	Television	√		Daily	
e)	Picnic	√		Yearly	
f)	Outings	√		Yearly	
g)	Cultural Programme	√		Occasionally	
h)	Yoga	-		-	
i)	Debates	√		Yearly	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Monday – Friday, 10:00a.m. – 5:00p.m.	
What types of books provide for Children				Story books , Health related,	

		Comics and General Knowledge
SANITATION AND HYGIENE		
Whether Sanitation and Hygiene is maintained in the home through following facilities		
S. No.	Details of Sanitation and Hygiene	Yes/No
a)	Sufficient treated and filtered drinking water	-
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	-
c)	Proper drainage System	-
d)	Arrangements for disposal of garbage	-
e)	Protection from mosquitoes	-
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	-
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	-
h)	Sufficient space for washing	-
i)	Clean and fly-proof kitchen	-
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		Manas Foundation(NGO) – Counseling and Psychiatric assessment
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		Management Committee, Children Committee and Records Maintenance
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		Yes
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Î Manas Foundation Î HAQ (Group work activity and counseling

	Î Bal Bhawan
Suggestion of CWC/Inspection Committee	-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	-

DELHI/07/GO

Profile of Child Care Institution

Name of Child Care Institution	**Ashiyana Children Home for Boys-II, Alipur, Delhi-36**
Contact Details	
a) Name of Superintendent/Secretary	Sh. K.V. Sareen
b) Address	**Opposite P.S. Alipur, Delhi**
c) Phone	27202291
d) Fax	Nil
e) Email	Nil
Type of Institution	**Children Home**
Run by	State Government (Department of Women and Child Development, GNCT of Delhi)
Year of Establishment of the Home	1980
Supported by	State Government
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	100
b) Present Strength	192
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	Family Disorganized, Bad Company

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	192	192
c)	10-15 years	-	-	-
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	42	42
b)	4-6 month	-	21	21
c)	6-12 month	-	38	38
d)	1-2 years	-	37	37
e)	2-3 years	-	28	28
f)	3-4 years	-	14	14
g)	4-5 years	-	12	12

h)	More than 5 Years	-	-	-
Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	1	1
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	Lodging and Boarding, Education and Recreational Facilities, Playground
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	Yes
Any other registration	No
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	Lodging and Boarding, Education and Recreational Facilities, Playground

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	6	-	6	4
b)	Classrooms	2	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	1	1
f)	Recreation room	1	-	-	-
g)	Library	0	-	0	0
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	3	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	5	-	5	4
l)	Separate Latrines for boys and girls	22	-	22	16
m)	Store room	4	-	-	-

n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M.A.	-	-
b)	Social Welfare Officer	2	2	M.S.W.	-	-
c)	Counselor	-	-	B.A.	-	-
d)	Case Worker	-	2	-	-	-
e)	Doctor (Part time or Full time)	2	2	-	-	-
f)	Paramedical Staff	1	1	-	-	-
g)	Educator	1	1	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant/ LDC	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	1	1	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	-	3	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other	-	-	-	-	-
	Total	8	13	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Children are admitted, Order by Competent Authority CWC
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Family Details, Family Background, Address, Contact No, Future Plan etc

Maintenance of Registers/Record Maintenance

S.	Details of Register	Please tick √

No.		
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	-
j)	Stock register	-
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		MCU run in campus
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		Saturday, 9:30 a.m. to 5:00 p.m.
Frequency of Doctor's visit		As per requirement and 3-4 times in a week
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	Yes
b)	Dispensary	Yes
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		N.A.
Any specialized services are provided for such children		No
If yes, Please provide in details		N.A.
Whether ambulance facility is available for patients		No
Any other Facilities		Provide van facilities and part time doctor is available

NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	4-5 Times
What types of special diet is provided for sick infant or children	As per doctor's recommendation.
How many cooks are there	Three
Whether children are helping at the time of cooking in any way	Yes
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)

a)	Summer Clothing	5	Yearly
b)	Winter Clothing(Jersey)	2	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	4	Yearly
e)	Towel	3	Yearly
f)	Durry	1	In 2 Year
g)	Blanket	3	In 3 Year
h)	Pillow	1	In 2 Year
i)	Shoes/ Chappal	2	Year
j)	Tooth powder/paste	50g	Month
k)	Soap	1	Month
l)	Oil	-	-
m)	Utensils (Plate and Glass)	2 Set	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	√
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	-	√
e)	Non-formal classes	√	-
f)	Private coaching	-	√
g)	Bridge Course	-	√
h)	Any other	-	√

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	106	106	-	Govt.	300 m	By Walk
c)	Secondary	1	1	-	Govt.	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	72	72	-	Private	In Home	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A
Whether the educational facilities are adequate foe children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	

a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Monthly	
d)	Television	√		Monthly	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	√		Monthly	
h)	Yoga	-		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				No	
If Yes, Opening timing or day				N.A.	
What types of books provide for Children				-	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	

a)	Sufficient treated and filtered drinking water	Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		Education and Computer Knowledge
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		By CWC department and other Agencies from time to time
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		Yes
If Yes, a) Number of Training Programmes organized		2
b) Details of Training Programmes		Ą AIDs/ HIV Awareness Ą Drug Addiction
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Î Subhakshika (NGO) Î Hole-in-wal
Suggestion of CWC/Inspection Committee		Î Pattern of education should be improved, Staff should be trained accordingly. Some technical institute should be attached with the home for practically training

	to the resident children
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	No response

DELHI/08/GO

Profile of Child Care Institution

Name of Child Care Institution	**Bal Niketan**
Contact Details	
a) Name of Superintendent/Secretary	Mrs. Meenakshi Mitra
b) Address	**Bal Niketan , Nirmal Chhaya, jail Road**
c) Phone	28520653
d) Fax	-
e) Email	-
Type of Institution	**Children Home**
Run by	State Government
Year of Establishment of the Home	-
Supported by	State Government
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	100
b) Present Strength	35
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	Segregation of female & male from the leprosy patient

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	26	3	29
c)	10-15 years	6	-	6
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	32	3	35

Number of “Children with special needs” in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		N.A.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		No
Whether the Institution is certified as Fit Institution by		No
a)	Juvenile Justice Board	N.A.
b)	Child Welfare Committee	N.A.
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	3	-	-	-
b)	Classrooms	2	-	-	-
c)	Sick room/ First Aid Room	1	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	1	-	-	-
g)	Library	1	-	-	-
h)	Counselling & Guidance room	1	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	0	-	-	-
k)	Separate Bathrooms for boys and girls	1	-	-	-
l)	Separate Latrines for boys and girls	10	-	-	-
m)	Store room	2	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	

Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	-	-	-	-
b)	Social Welfare Officer	1	1	M.S.W.	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	1	1	12^{th}	10,000	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant/ LDC	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	2	1	10^{th}	2,000	-
n)	House Aunty	5	2	10^{th}	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	2	2	10^{th}	-	-
r)	Any other	-	-	-	-	-
	Total	11	7	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES	
Whether the organization is following any criteria for admission of children in Homes	
If Yes Please mention	
Whether the organization maintains any specific Proforma for recording details of Information of every child	
If Yes, what kind of information you have collected from children	

Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	
b)	Individual Care Plan	
c)	Supervision register	
d)	Medical file or medical report	
e)	Nutrition diet file	
f)	Stock Register	

g)	Visitor's book	
h)	Case file	
i)	Inquiry report file	
j)	Stock register	
k)	Any other(Please Specify)	

Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		
Does the home have a Medical Care Unit for health check-up of Children		
If yes, Opening of day, time and duration of MCU		
Frequency of Doctor's visit		
Whether any trained Staff for first-aid		
Referral of Cases		
a)	Govt. Hospital	
b)	Dispensary	
c)	Any other	
How many children are suffering from communicable diseases and HIV/AIDS		
Any specialized services are provided for such children		
If yes, Please provide in details		
Whether ambulance facility is available for patients		
Any other Facilities		
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		
How many times meals are provided in a day		
What types of special diet is provided for sick infant or children		
How many cooks are there		
Whether children are helping at the time of cooking in any way		
Whether any Nutrition and Child Development Officer is there		
CLOTHING AND BEDDING		
How many sets of clothes, bedding and other articles are given to children		

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing		
b)	Winter Clothing(Jersey)		
c)	School Uniform		
d)	Under garments		
e)	Towel		
f)	Durry		
g)	Blanket		
h)	Pillow		
i)	Shoes/ Chappal		

j)	Tooth powder/paste		
k)	Soap		
l)	Oil		
m)	Utensils (Plate and Glass)		

EDUCATION

Whether educational facilities are available for children	

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school		
b)	Primary		
c)	Secondary		
d)	Higher		
e)	Non-formal classes		
f)	Private coaching		
g)	Bridge Course		
h)	Any other		

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school						
b)	Primary						
c)	Secondary						
d)	Higher						
e)	Non-formal classes						
f)	Any other						

Whether the institution is providing any pocket money for out going students	
If Yes, then how much per child month	
Whether the educational facilities are adequate foe children	
If No, what are the other facilities required	

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-

i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained					
If Yes, details of qualification					
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course					
Difficulty (if any)					
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games				
b)	Outdoor games				
c)	Music				
d)	Television				
e)	Picnic				
f)	Outings				
g)	Cultural Programme				
h)	Yoga				
i)	Debates				
j)	Radio				
k)	Any Other				
LIBRARY					
Whether library facilities are available or not					
If Yes, Opening timing or day					
What types of books provide for Children					
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water				
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises				
c)	Proper drainage System				
d)	Arrangements for disposal of garbage				
e)	Protection from mosquitoes				
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)				
g)	Sufficient number of bathrooms				

	(at least one bathroom for ten children)	
h)	Sufficient space for washing	
i)	Clean and fly-proof kitchen	
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		
What type of Co-operation and Co-ordination has been received for homes		
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		
Whether any specific evaluation of the Organization/Institution has been conducted in the past		
If Yes, when and by whom		
Whether CWC members visit your institution regularly		
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		
If Yes, a) Number of Training Programmes organized		
b) Details of Training Programmes		
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		
If Yes, Please specify		
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		
Suggestion of CWC/Inspection Committee		
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		

DELHI/09/GO

Profile of Child Care Institution

Name of Child Care Institution	**Home for Healthy Female Children of Leprosy Patients**
Contact Details	
a) Name of Superintendent/Secretary	Mrs. Meenakshi Mitra
b) Address	**Bal Niketan , Nirmal Chhaya, Jail Road, Delhi**
c) Phone	28520653
d) Fax	-
e) Email	-
Type of Institution	**After Care Home**
Run by	State Government
Year of Establishment of the Home	-
Supported by	State Government
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	100
b) Present Strength	39
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	Segregation of female from the leprosy patient

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	12	-	12
d)	15-18 years	27	-	27

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	39	-	39

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		N.A.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		No
Whether the Institution is certified as Fit Institution by		No
a)	Juvenile Justice Board	N.A.
b)	Child Welfare Committee	N.A.
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	3	-	-	-
b)	Classrooms	2	-	-	-
c)	Sick room/ First Aid Room	1	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	1	-	-	-
g)	Library	1	-	-	-
h)	Counselling & Guidance room	1	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	0	-	-	-
k)	Separate Bathrooms for boys and girls	1	-	-	-
l)	Separate Latrines for boys and girls	10	-	-	-
m)	Store room	2	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient				Yes	

ventilation and Light						
MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	-	-	-	-
b)	Social Welfare Officer	1	1	M.S.W.	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	1	1	12^{th}	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant/ LDC	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	3	-	-	-	-
m)	Cook	3	1	10^{th}	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	1	1	10^{th}	-	-
p)	Helper	8	1	-	-	-
q)	Sweeper	2	2	10^{th}	-	-
r)	Any other : Peon	2	1	-	-	-
	Total	21	8	-	-	-
CRITERIA FOR ADMISSION IN CHILDREN HOMES						
Whether the organization is following any criteria for admission of children in Homes						
If Yes Please mention						
Whether the organization maintains any specific Proforma for recording details of Information of every child						
If Yes, what kind of information you have collected from children						
Maintenance of Registers/Record Maintenance						
S. No.	Details of Register			Please tick √		
a)	Admission and discharge register					
b)	Individual Care Plan					
c)	Supervision register					
d)	Medical file or medical report					
e)	Nutrition diet file					

f)	Stock Register	
g)	Visitor's book	
h)	Case file	
i)	Inquiry report file	
j)	Stock register	
k)	Any other(Please Specify)	

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		
Does the home have a Medical Care Unit for health check-up of Children		
If yes, Opening of day, time and duration of MCU		
Frequency of Doctor's visit		
Whether any trained Staff for first-aid		
Referral of Cases		
a)	Govt. Hospital	
b)	Dispensary	
c)	Any other	
How many children are suffering from communicable diseases and HIV/AIDS		
Any specialized services are provided for such children		
If yes, Please provide in details		
Whether ambulance facility is available for patients		
Any other Facilities		
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		
How many times meals are provided in a day		
What types of special diet is provided for sick infant or children		
How many cooks are there		
Whether children are helping at the time of cooking in any way		
Whether any Nutrition and Child Development Officer is there		

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing		
b)	Winter Clothing(Jersey)		
c)	School Uniform		
d)	Under garments		
e)	Towel		
f)	Durry		
g)	Blanket		
h)	Pillow		

i)	Shoes/ Chappal		
j)	Tooth powder/paste		
k)	Soap		
l)	Oil		
m)	Utensils (Plate and Glass)		

EDUCATION

Whether educational facilities are available for children			
Are any of the educational facilities available within the institution			
S.No	Formal School on Premises	Yes	No
a)	Pre-school		
b)	Primary		
c)	Secondary		
d)	Higher		
e)	Non-formal classes		
f)	Private coaching		
g)	Bridge Course		
h)	Any other		

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school						
b)	Primary						
c)	Secondary						
d)	Higher						
e)	Non-formal classes						
f)	Any other						

Whether the institution is providing any pocket money for out going students	
If Yes, then how much per child month	
Whether the educational facilities are adequate foe children	
If No, what are the other facilities required	

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/	-	-	-	-

	mobile repairing				
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained					
If Yes, details of qualification					
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course					
Difficulty (if any)					
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games				
b)	Outdoor games				
c)	Music				
d)	Television				
e)	Picnic				
f)	Outings				
g)	Cultural Programme				
h)	Yoga				
i)	Debates				
j)	Radio				
k)	Any Other				
LIBRARY					
Whether library facilities are available or not					
If Yes, Opening timing or day					
What types of books provide for Children					
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water				
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises				
c)	Proper drainage System				
d)	Arrangements for disposal of garbage				
e)	Protection from mosquitoes				
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)				

g)	Sufficient number of bathrooms (at least one bathroom for ten children)	
h)	Sufficient space for washing	
i)	Clean and fly-proof kitchen	
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		
What type of Co-operation and Co-ordination has been received for homes		
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		
Whether any specific evaluation of the Organization/Institution has been conducted in the past		
If Yes, when and by whom		
Whether CWC members visit your institution regularly		
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		
If Yes, a) Number of Training Programmes organized		
b) Details of Training Programmes		
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		
If Yes, Please specify		
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		
Suggestion of CWC/Inspection Committee		
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		

DELHI/01/ NGO		
IDENTIFICATION		
Name of the Organization		Children of the World
Address for Communication		Plot No. 5, PSP Pocket, Sec-8, Dwarka
Telephone (with STD code)		011-253644671/169
Fax		25364467
Email ID		cwd@cti.org
Website of Organization		-
Type of Child Care Institution being run		Children home
Whether run by		NGO
Name and contact of Chief Functionary		
Vision of NGO		
Mission of NGO		
Key Objectives		
Major Activities		
Target group/ Stakeholders		Women and Children
Geographical location/area		-
LEGAL STATUS OF NGO		
Date and year of establishment		Dec 1991
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		-
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
27 December, 1991	S-22467	New Delhi
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		231650754
Any other Registration/ Recognition with Central / State Govt.:		Recognized by CARA Ministry of Women & Child Development
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
Number of Governing Body Members		14
Physical Assets of the Organization		Own Building and Furniture
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		-
Total No. of Professional Staff a) Male b) Female		 1 5
Total number of a) Full Time		 2

b) Part time Staff	6

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years

2009-10	2008-09	2007-08
-	-	-
-	-	-

Sources of Funding of the NGO (Cash/kind/other)

Community Support	State Govt.	National	International	Donation	Any Other (Please specify)
-	-	-	-	-	Sponsorships and Adoption Fees
-	-	-	-	-	-

DOCUMENTATION

Documents/communication material maintained at the organizational level	Annual Reports
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Mamta Child Care Centre
Contact Details	
a) Name of Superintendent/Secretary	Mr. Raghunath
b) Address	Plot No. 5, PSP Pocket, Sec-8, Dwarka
c) Phone	011-253644671/169
d) Fax	25364467
e) Email	cwd@cti.org
Type of Institution	**Children Home**
Run by	NGO
Year of Establishment of the Home	1993
Supported by	-
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	35
b) Present Strength	18
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	10	3	13
b)	5-10 years	2	2	4

c)	10-15 years	-	-	-
d)	15-18 years	-	-	-

Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	4	-	4
b)	4-6 month	-	-	-
c)	6-12 month	-	1	1
d)	1-2 years	-	2	2
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	2	-	2

Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	4	1	5
b)	Autism	-	-	-
c)	Physically challenged	1	-	1
d)	Any other (please specify)	-	-	-

Facilities and support services provided for the children staying in Home		Speech Therapist and Physiotherapist
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		No
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		It provides quality child care services who need to be rehabilitated

INFRASTRUCTURE		
Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure					
S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	2	-	24	12
b)	Classrooms	1			
c)	Sick room/ First Aid Room	1		1	
d)	Kitchen	2		-	
e)	Dinning Hall	1		-	
f)	Recreation room	1		-	

g)	Library			-	
h)	Counseling & Guidance room			-	
i)	Office rooms	2		-	
j)	Workshops			-	
k)	Separate Bathrooms for boys and girls	4		-	
l)	Separate Latrines for boys and girls	4		-	
m)	Store room	2		-	
n)	Play Ground	1		-	
o)	Vocational Training Centre	1		-	
Total area of the Campus (Sq. ft.)				500 sq. mts	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				-	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1		Rs.23000	1992
b)	Social Welfare Officer	-				
c)	Counselor	-				
d)	Case Worker	-				
e)	Doctor (Part time or Full time)	1			Rs. 10000	1993
f)	Paramedical Staff	-				
g)	Educator	-				
h)	Vocational Instructor	-				
i)	Store-keeper cum Accountant	1	1		Rs. 9000	1993
j)	Music Teacher	-				
k)	Sports/ Yoga Teacher	-				
l)	Driver	1	1		Rs. 7500	2008
m)	Cook	1	1			
n)	House Aunty	10	10		Rs 3500-4000	1997
o)	Security Guard	3	3			
p)	Helper	-				
q)	Sweeper	-				
r)	Any other (Please Specify)	Nurses 2	2		Rs. 8000	

	Total					

CRITERIA FOR ADMISSION IN CHILDREN HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Children who need care and protection works for restoration or rehabilitation through adoption
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	-

Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	**Individual Care Plan**	√
c)	Supervision register	
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	**Case file**	√
i)	**Inquiry report file**	
j)	Stock register	√
k)	Any other(Please Specify)	

Minimum Standard of Care	
MEDICAL CARE	
Health related services available for Children	Total Medical check- Blood test
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	It is always available
Frequency of Doctor's visit	Once a week or on call
Whether any trained Staff for first-aid	Yes
Referral of Cases	
a) Govt. Hospital	Yes
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	None
Specialized services are provided for them	-
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-
NUTRITION AND DIET SCALE	

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Three Times
What types of special diet is provided for sick infant or children	Diet is provided depending on instruction of the Doctor
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	6	
b)	Winter Clothing(Jersey)	6	
c)	School Uniform	-	
d)	Under garments	5-6	
e)	Towel	2	
f)	Durry	1	
g)	Blanket	1	
h)	Pillow	1	
i)	Shoes/Chappal	2	
j)	Tooth powder/paste	1	
k)	Soap	1	
l)	Oil	-	
m)	Utensils (Plate and Glass)	-	

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

a)	Formal School on Premises	Yes	No
b)	Pre-school	-	-
c)	Primary	-	-
d)	Secondary	-	-
e)	Higher	-	-
f)	Non-formal classes	√	-
g)	Private coaching	-	-
h)	Bridge Course	-	-
i)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	12	4	8	-	-	-

f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	No
If No, what are the other facilities required	Children are on remandand of different ages, so it is difficult to not applicable

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring				No Course
b)	Beauty Culture				
c)	Computer				
d)	Jute bags and 'moti' work				
e)	Painting and Mehendi				
f)	Books binding				
g)	Printing				
h)	Auto Rickshaw/motor cycle/ mobile repairing				
i)	Candle making				
j)	Pickle making				
k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				
o)	Any other				

Whether instructors are trained	-
If Yes, details of qualification	-
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	-
Difficulty (if any)	-

RECREATIONAL FACILITIES

Whether recreational facilities are available	Yes

If yes, what are the recreation facilities available for children in Institution

S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily
b)	Outdoor games	√	Daily
c)	Music	√	-
d)	Television	√	Daily
e)	Picnic	-	Once in Quarter
f)	Outings	-	-

g)	Cultural Programme		-
h)	Yoga	-	-
i)	Debates	-	-
j)	Radio	-	-
k)	Any Other	-	-
LIBRARY			
Whether library facilities are available or not			Yes
If Yes, Opening timing or day			-
What types of books provide for Children			Story books
SANITATION AND HYGIENE FACILITIES			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S.No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		Yes
c)	Proper drainage System		Yes
d)	Arrangements for disposal of garbage		Yes
e)	Protection from mosquitoes		Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		Yes
h)	Sufficient space for washing		Yes
i)	Clean and fly-proof kitchen		Yes
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other Govt., NGOs etc			Yes
What types of Co-operation and Co-ordination received for homes			-
MONITORING AND EVALUATION			
Mechanism used by the Institution to monitor the activities of homes			Department of Women and Child Development
Whether any specific evaluation of the Organization/Institution has been conducted in the past			Yes
If Yes, when and by whom			-
Whether CWC members visit your institution regularly			Yes
TRAINING NEEDS			
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff			-
If Yes, a) Number of Training Programmes organized			-
b) Details of Training Programmes			-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other			Yes

outside Organization/ Department/ Ministry	
If Yes, Please specify	Adoption, Counselling, Sponsorship
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	Î Genesis Foundation Î Max Hospital for Eye Campus Î Caledonian Society YMCA Vishwa Yuvak Kendra
Suggestion of CWC/Inspection Committee	-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î Finance for non-financing Personnel Î Adoption Laws Î Sponsorship

DELHI/02/ NGO		
IDENTIFICATION		
Name of the Organization		Salaam Baalak Trust
Address for Communication		DDA Com Centre, IInd Floor, Chandi Wali Gali, Paharganj, New Delhi-55
Telephone (with STD code)		011-23589305
Fax		23584164
Email ID		Salaambt12@rediffmail.com
Website of Organization		www.salaambaalaktrust.com
Type of Child Care Institution being run		Children home Shelter Home/ Drop-in-Centre
Whether run by		NGO
Name and contact of Chief Functionary		Mrs. Praveen Nair , Contact No: 9818257109
Vision of NGO		Rehabilitation of Street Children
Mission of NGO		-
Key Objectives		Shelter, Education, Vocational Training, Job Placement, Restoration
Major Activities		Restoration & Education
Target group/ Stakeholders		Children
Geographical location/area		Central Zone, Delhi
LEGAL STATUS OF NGO		
Date and year of establishment		1988
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Indian Trust Act, 1908
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
1988	-	Delhi
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		-
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
If No, give reasons thereof		2 homes recognized. Recognition of 3 homes under process
Number of Governing Body Members		4 Trustees
Physical Assets of the Organization		2 Own Building
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		130
Total No. of Professional Staff a) Male		90

b) Female	25
Total number of a) Full Time b) Part time Staff	 107 08

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years

2009-10	2008-09	2007-08
250.01	219.41	173.20

Rupees in lakhs

Sources of Funding of the NGO (Cash/kind/other)

Community Support	State Govt.	National	International	Donation	Any Other (Please specify)
(In Kind) 10.00	4.54	17.95	123.26	135.59	4.64
-	-	-	-	-	-

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Annual Reports, Brochure, Leaflet, Pamphlet, Audit report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Shelter Home, Salaam Baalak Trust
Contact Details	
a) Name of Superintendent/Secretary	Mr. Shyam Singh
b) Address	DDA Com Centre, IInd Floor, Chandi Wali Gali, Paharganj, New Delhi-55
c) Phone	011-23589305
d) Fax	23584164
e) Email	Salaambt12@rediffmail.com
Type of Institution	**Shelter Home**
Run by	NGO
Year of Establishment of the Home	2006
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	50
b) Present Strength	65
Number of Children lodged in the home having families residing in the same State/UT	No
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	

a)	0-5 years	-	-	-
b)	5-10 years	-	20	20
c)	10-15 years	-	45	45
d)	15-18 years	-	-	-

Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	30	30
b)	4-6 month	-	25	25
c)	6-12 month	-	10	10
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Shelter, Nutrition, Food, Medical Counseling, NFE, Restoration, Recreation, Health Hygiene
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		-
Any other registration		Indian Trust Act 1908
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		Working under the Supervision of CW

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure					
S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	2	-	-	-
b)	Classrooms	2			
c)	Sick room/ First Aid Room	1		-	
d)	Kitchen	1		-	

e)	Dinning Hall	-		-	
f)	Recreation room	1		-	
g)	Library	-		-	
h)	Counseling & Guidance room	1		-	
i)	Office rooms	1		-	
j)	Workshops	2		-	
k)	Separate Bathrooms for boys and girls	5		-	
l)	Separate Latrines for boys and girls	5		-	
m)	Store room	1		-	
n)	Play Ground	-		-	
o)	Vocational Training Centre	-		-	
Total area of the Campus (Sq. ft.)				1700 sq. feet	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				No	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	1			
b)	Social Welfare Officer	-	1			
c)	Counselor	-	1			
d)	Case Worker	-				
e)	Doctor (Part time or Full time)	-	1			
f)	Paramedical Staff	-	1			
g)	Educator	-	2			
h)	Vocational Instructor	-				
i)	Store-keeper cum Accountant	-	1			
j)	Music Teacher	-				
k)	Sports/ Yoga Teacher	-				
l)	Driver	-	1			
m)	Cook	-	2			
n)	House Aunty	-	1			
o)	Security Guard	-	-			
p)	Helper	-	1			
q)	Sweeper	-	1			
r)	Any other (Please	-	-			

	Specify)					
	Total		14			

CRITERIA FOR ADMISSION IN SHELTER HOMES		
Whether the organization is following any criteria for admission of children in Homes		Yes
If Yes Please mention		Above 5 Year, Reference by CWC
Whether the organization maintains any specific Proforma for recording details of Information of every child		Yes
If Yes, what kind of information you have collected from children		Regarding home place and addresses causes of missing children
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	

Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		First Aid, Part time Doctor & Medical Social Worker
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		From the beginning
Frequency of Doctor's visit		Once a week
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	√
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		-
Any specialized services are provided for them		-
If yes, Please provide in details		-
Whether ambulance facility is available for patients		Yes
Any other Facilities		-

NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Four Times
What types of special diet is provided for sick infant or children	Juice, Milk, Eggs etc.
How many cooks are there	Four
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	2
b)	Winter Clothing(Jersey)	-	2
c)	School Uniform	-	-
d)	Under garments	-	2 set twice in a year
e)	Towel	-	1 per child
f)	Durry	-	-
g)	Blanket	-	2 per child
h)	Pillow	-	-
i)	Shoes/Chappal	-	1 per child
j)	Tooth powder/paste	-	Daily
k)	Soap	-	Daily
l)	Oil	-	Daily
m)	Utensils (Plate and Glass)	-	For all

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

a)	Formal School on Premises	Yes	No
b)	Pre-school	-	-
c)	Primary	-	-
d)	Secondary	-	-
e)	Higher	-	-
f)	Non-formal classes	√	-
g)	Private coaching	-	-
h)	Bridge Course	-	-
i)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-

e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	-
If Yes, then how much per child month	-
Whether the educational facilities are adequate foe children	-
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring				No Course
b)	Beauty Culture				
c)	Computer				
d)	Jute bags and 'moti' work				
e)	Painting and Mehendi				
f)	Books binding				
g)	Printing				
h)	Auto Rickshaw/motor cycle/ mobile repairing				
i)	Candle making				
j)	Pickle making				
k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				
o)	Any other				

Whether instructors are trained	-
If Yes, details of qualification	-
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	-
Difficulty (if any)	-

RECREATIONAL FACILITIES

Whether recreational facilities are available	-

If yes, what are the recreation facilities available for children in Institution

S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily
b)	Outdoor games	√	Per week
c)	Music	√	Twice a week
d)	Television	√	Daily
e)	Picnic	√	Per month
f)	Outings	√	Per week
g)	Cultural Programme	-	-

h)	Yoga	√	Daily
i)	Debates	-	-
j)	Radio	-	-
k)	Any Other	-	-
LIBRARY			
Whether library facilities are available or not			Yes
If Yes, Opening timing or day			10:00 a.m. to 5:00 p.m.
What types of books provide for Children			Story, Comics
SANITATION AND HYGIENE			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S. No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		Yes
c)	Proper drainage System		Yes
d)	Arrangements for disposal of garbage		Yes
e)	Protection from mosquitoes		Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		Yes
h)	Sufficient space for washing		Yes
i)	Clean and fly-proof kitchen		Yes
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other Govt., NGOs etc			No
What types of Co-operation and Co-ordination received for homes			-
MONITORING AND EVALUATION			
Mechanism used by the Institution to monitor the activities of homes			-
Whether any specific evaluation of the Organization/Institution has been conducted in the past			Yes
If Yes, when and by whom			25 October, 2010 CDPO. Gulabi Bagh Social Welfare Department
Whether CWC members visit your institution regularly			Yes
TRAINING NEEDS			
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff			Yes
If Yes, a) Number of Training Programmes organized			2
b) Details of Training Programmes			-
Whether your staff or members from your organization/Institution			Yes

has attended any training programme organized by any other outside Organization/ Department/ Ministry	
If Yes, Please specify	Prayas NGO- JJ Act
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	Î Hospital Î Police Î Social Welfare Department Î CWC Î FHI
Suggestion of CWC/Inspection Committee	-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î JJ Act Î Managerial Skills

DELHI/03/ NGO		
IDENTIFICATION		
Name of the Organization		Salaam Baalak Trust
Address for Communication		DDA Com Centre, IInd Floor, Chandi Wali Gali, Paharganj, New Delhi-55
Telephone (with STD code)		011-23589305
Fax		23584164
Email ID		Salaambt12@rediffmail.com
Website of Organization		www.salaambaalaktrust.com
Type of Child Care Institution being run		Children home
Whether run by		NGO
Name and contact of Chief Functionary		Mrs. Praveen Nair , Contact No: 9818257109
Vision of NGO		Rehabilitation of Street Children
Mission of NGO		-
Key Objectives		Shelter, Education, Vocational Training, Job Placement, Restoration
Major Activities		Restoration & Education
Target group/ Stakeholders		Children
Geographical location/area		Central Zone, Delhi
LEGAL STATUS OF NGO		
Date and year of establishment		1988
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Indian Trust Act, 1908
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
1988	-	Delhi
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		-
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
If No, give reasons thereof		2 homes recognized. Recognition of 3 homes under process
Number of Governing Body Members		4 Trustees
Physical Assets of the Organization		2 Own Building
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		130
Total No. of Professional Staff a) Male b) Female		 90 25

Total number of a) Full Time b) Part time Staff	 107 08

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years

2009-10	2008-09	2007-08
250.01	219.41	173.20

Rupees in lakhs

Sources of Funding of the NGO (Cash/kind/other)

Community Support	State Govt.	National	International	Donation	Any Other (Please specify)
(In Kind) 10.00	4.54	17.95	123.26	135.59	4.64
-	-	-	-	-	-

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Annual Reports, Brochure, Leaflet, Pamphlet, Audit report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Apna Ghar (SBT)
Contact Details	
a) Name of Superintendent/Secretary	Mr. Kauti nath Mishra
b) Address	DDA Community Centre, IInd Floor, Gali No. 1, Multani Dhandug, Paharganj, New Delhi-55
c) Phone	011-23681803
d) Fax	
e) Email	Salaambt12@rediffmail.com
Type of Institution	**Children Home**
Run by	NGO
Year of Establishment of the Home	2010
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	35
b) Present Strength	58
Number of Children lodged in the home having families residing in the same State/UT	No
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	

a)	0-5 years	-	-	-
b)	5-10 years	-	8	8
c)	10-15 years	-	30	30
d)	15-18 years	-	20	20

Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	21	21
c)	6-12 month	-	15	15
d)	1-2 years	-	22	22
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	1	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Shelter, Nutrition, Medical Counseling, NFE, Restoration, Recreation, Health Hygiene, Vocational Training
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		-
Any other registration		Indian Trust Act 1908
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		We are Provide Facilities under CWC

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure					
S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	2	-	-	-
b)	Classrooms	2			
c)	Sick room/ First Aid Room	1		-	

d)	Kitchen	1		-	
e)	Dinning Hall	1		-	
f)	Recreation room	1		-	
g)	Library	-		-	
h)	Counseling & Guidance room	1		-	
i)	Office rooms	1		-	
j)	Workshops	-		-	
k)	Separate Bathrooms for boys and girls	3		-	
l)	Separate Latrines for boys and girls	3		-	
m)	Store room	1		-	
n)	Play Ground	-		-	
o)	Vocational Training Centre	-		-	
Total area of the Campus (Sq. ft.)				1900 sq. feet	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	1			
b)	Social Welfare Officer	-	-			
c)	Counselor	-	1			
d)	Case Worker	-	1			
e)	Doctor (Part time or Full time)	-	1			
f)	Paramedical Staff	-	1			
g)	Educator	-	2			
h)	Vocational Instructor	-	-			
i)	Store-keeper cum Accountant	-	-			
j)	Music Teacher	-	-			
k)	Sports/ Yoga Teacher	-	1			
l)	Driver	-	1			
m)	Cook	-	-			
n)	House Aunty	-	-			
o)	Security Guard	-	2			
p)	Helper	-	-			
q)	Sweeper	-	1			

r)	Any other (Please Specify)	-	-			
	Total					

CRITERIA FOR ADMISSION IN SHELTER HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Above 5 Year, Reference by CWC
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Regarding home placement. Addresses cause of Home Run Away

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	

Minimum Standard of Care

MEDICAL CARE	
What are the health related services available for Children	First Aid, Part time Doctor & Medical Social Worker
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	From the beginning
Frequency of Doctor's visit	Once a week
Whether any trained Staff for first-aid	Yes
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	-
Any specialized services are provided for them	Yes
If yes, Please provide in details	Medical Van
Whether ambulance facility is available for patients	Yes

Any other Facilities	Provide Special Nutrition for Sick Children
NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Four Times
What types of special diet is provided for sick infant or children	Juice, Milk, Eggs etc.
How many cooks are there	Four
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	2 Sets
b)	Winter Clothing(Jersey)	-	2 Sets
c)	School Uniform	-	2 Sets
d)	Under garments	-	2 set in a year
e)	Towel	-	1 per child
f)	Durry	-	-
g)	Blanket	-	2 per child
h)	Pillow	-	-
i)	Shoes/Chappal	-	1 per child
j)	Tooth powder/paste	-	Daily
k)	Soap	-	Daily
l)	Oil	-	Daily
m)	Utensils (Plate and Glass)	-	For all

EDUCATION

Whether educational facilities are available for children		Yes	
Are any of the educational facilities available within the institution			
a)	Formal School on Premises	Yes	No
b)	Pre-school	-	-
c)	Primary	√	-
d)	Secondary	√	-
e)	Higher	-	-
f)	Non-formal classes	√	-
g)	Private coaching	-	-
h)	Bridge Course	-	-
i)	Any other	√	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	25	-	-	-	-	-
c)	Secondary	7	-	-	-	-	-
d)	Higher	-	-	-	-	-	-

e)	Non-formal classes	20	-	-	-	-	-
f)	Any other	6	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	Yes
If Yes, then how much per child month	As a Conveyance Schooling Time
Whether the educational facilities are adequate foe children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes
If Yes, then provide the details of the vocational training offered to children in the following format	

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring				No Course
b)	Beauty Culture				
c)	Computer	35			One year
d)	Jute bags and 'moti' work				
e)	Painting and Mehendi				
f)	Books binding				
g)	Printing				
h)	Auto Rickshaw/motor cycle/ mobile repairing				
i)	Candle making				
j)	Pickle making				
k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				
o)	Any other				

Whether instructors are trained	-
If Yes, details of qualification	-
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	-
Difficulty (if any)	-

RECREATIONAL FACILITIES

Whether recreational facilities are available	Yes
If yes, what are the recreation facilities available for children in Institution	

S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily
b)	Outdoor games	√	Daily
c)	Music	√	Weekly
d)	Television	√	Daily
e)	Picnic	√	Once a month
f)	Outings	√	Per week

g)	Cultural Programme	-	Monthly
h)	Yoga	√	Daily
i)	Debates	-	Weekly
j)	Radio	-	-
k)	Any Other	-	-
LIBRARY			
Whether library facilities are available or not			Yes
If Yes, Opening timing or day			10:00 a.m. to 5:00 p.m.
What types of books provide for Children			Story Books, GK
SANITATION AND HYGIENE			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S. No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		Yes
c)	Proper drainage System		Yes
d)	Arrangements for disposal of garbage		Yes
e)	Protection from mosquitoes		Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		Yes
h)	Sufficient space for washing		Yes
i)	Clean and fly-proof kitchen		Yes
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other Govt., NGOs etc			Yes
What types of Co-operation and Co-ordination received for homes			With Schools, Hospitals and Police
MONITORING AND EVALUATION			
Mechanism used by the Institution to monitor the activities of homes			Yes
Whether any specific evaluation of the Organization/Institution has been conducted in the past			Yes
If Yes, when and by whom			14 September, 2010
Whether CWC members visit your institution regularly			Yes
TRAINING NEEDS			
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff			Yes
If Yes, a) Number of Training Programmes organized			1
b) Details of Training Programmes			About JJ Act
Whether your staff or members from your organization/Institution has attended any training programme organized by any other			Yes

outside Organization/ Department/ Ministry	
If Yes, Please specify	At Prayas Institute on JJ Act
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	Î CWC Î FHI
Suggestion of CWC/Inspection Committee	-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î JJ Act Î Managerial Skills

DELHI/04/ NGO		
IDENTIFICATION		
Name of the Organization		Manav Mandir Mission Trust
Address for Communication		Janash Ram Roop Vihar, Sarai Kale Khan, Delhi.
Telephone (with STD code)		011-2632000, 011-26327911
Fax		011-26821348
Email ID		contact@manavmandir.com
Website of Organization		www.manavmandir.com
Type of Child Care Institution being run		Children home and Orphanage
Whether run by		NGO
Name and contact of Chief Functionary		Mr. Arun Tiwari(Manager)
Vision of NGO		Orphanage Education
Mission of NGO		Orphanage Services
Key Objectives		Services and Education of Orphanages
Major Activities		Social Work
Target group/ Stakeholders		Children and Women
Geographical location/area		KH-57 Jain Ashram Ring Road Opposite Sarai Kale Khan, behind Indian Oil Petrol Pump
LEGAL STATUS OF NGO		
Date and year of establishment		31 November, 1989
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Trust Act
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
03 November, 1989	287	Ludhiana
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		231650918
Any other Registration/ Recognition with Central / State Govt.:		State Govt., Delhi
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
If Yes, give details of registration		License JJ Act 2000-2006 Women and Child Development Department
If No, give reasons thereof		-
Number of Governing Body Members		5
Physical Assets of the Organization		Yes
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		30

Total No. of Professional Staff a) Male b) Female	 13 03
Total number of a) Full Time b) Part time Staff	 12 18

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years (In Lakhs)

2009-10	2008-09	2007-08
2084,600	3992702	3501095

Sources of Funding of the NGO (Cash/kind/other)

International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
			√	√	

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Annual Reports, Brochure, Leaflet, Pamphlet, Audit report, Website (Any Other)
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	Yes

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Manav Mandir Mission Trust
Contact Details	
a) Name of Superintendent/Secretary	Mr. Arun Tiwari
b) Address	Jain Ashram Sakhikale Khan
c) Phone	011-26320000, 9999609878
d) Fax	26821348
e) Email	contact@manavmandir.com
Type of Institution	**Children Home (Both Boys and Girls)**
Run by	NGO (Women and Child Department)
Year of Establishment of the Home	03 November, 1989
Supported by	Other
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	20
b) Present Strength	26
Number of Children lodged in the home having families residing in the same State/UT	16
Reasons for staying in the home in case of children having families (provide details)	Financially week family children and single family, divorce family and disease family.
Age breakup of children	

S.No.	Age	Number of Children	Total

		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	05	11	16
c)	10-15 years	02	04	06
d)	15-18 years	-	04	04

Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	01	01
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Education, Medical/ Health facilities, Brooding, School dress and Clothes, Food and Proper Diet- Milk, Fruit and Recreation.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		Yes
Any other registration		Women and Child Welfare Department
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		All children are being provided food, lodging, medical and education facility 24*7 (in the home)

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure					
S.	Particulars	Number	Size (Sq. ft.)	Capacity/Required	Actual

No.				Strength	Strength
a)	Dormitories	3	-	-	-
b)	Classrooms	1	-		-
c)	Sick room/ First Aid Room	1	-	-	-
d)	Kitchen	2	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	1	-	-	-
g)	Library	1	-	-	-
h)	Counseling & Guidance room	1	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	1	-	-	-
k)	Separate Bathrooms for boys and girls	4 (2+2)	-	-	-
l)	Separate Latrines for boys and girls	4 (2+2)	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	2	-	-	-
o)	Vocational Training Centre	1	-	-	-
Total area of the Campus (Sq. ft.)				3700 Sq. / meter	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	01	01	Graduate	11000/-	20 Dec. 99
b)	Social Welfare Officer	01	01	MSW	Honorar.	25 Feb. 02
c)	Counselor	-	-	MSW	9000	09 Nov.08
d)	Case Worker	-	-	MSW	9000	09 Nov.08
e)	Doctor (Part time or Full time)	01	01	M.B.B.S	1000	04 Jan.2000
f)	Paramedical Staff	01	01	Nurse	3500	25 Aug. 02
g)	Educator	02	02	Graduate	7000	01 Jan.02
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	01	01	Inter	4000	03 Oct. 09
j)	Music Teacher	-	-	-	-	20 Dec. 99
k)	Sports/ Yoga Teacher	03	03	Trained	Honorar.	10 June 08
l)	Driver	01	01	Trained	5000	01 Aug. 08
m)	Cook	01	01	Trained	4500	-

n)	House Aunty	-	-	-	-	-
o)	Security Guard	02	02	Illiterate	3000	01 Aug. 09
p)	Helper	01	01	Fifth	2500	09 Sep. 09
q)	Sweeper	01	01	Illiterate	3000	01 Jan. 02
r)	Any other (Please Specify)	-	-	-	-	-
	Total					

CRITERIA FOR ADMISSION IN SHELTER HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Poor Family and Single Parents
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Children age proof, Residence proof, Income proof, Admission reason, letter etc.

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		Medical Health Check-up
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		24*7
Frequency of Doctor's visit		Twice a week
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	-
b)	Dispensary	-
c)	Any other	√
How many children are suffering from communicable diseases		None

and HIV/AIDS	
Any specialized services are provided for them	No
If yes, Please provide in details	No
Whether ambulance facility is available for patients	Yes
Any other Facilities	Emergency service for Staff and Children 24*7

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Three times
What types of special diet is provided for sick infant or children	As per prescription given by the Doctor
How many cooks are there	Four
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	02	Twice a Year
b)	Winter Clothing(Jersey)	02	-
c)	School Uniform	02	-
d)	Under garments	02	-
e)	Towel	02	-
f)	Durry	02	-
g)	Blanket	02	-
h)	Pillow	01	-
i)	Shoes/Chappal	02	-
j)	Tooth powder/paste	01	-
k)	Soap	02	-
l)	Oil	1	-
m)	Utensils (Plate and Glass)	All	-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

a)	Formal School on Premises	Yes	No
b)	Pre-school	-	-
c)	Primary	-	-
d)	Secondary	-	-
e)	Higher	-	-
f)	Non-formal classes	-	-
g)	Private coaching	√	-
h)	Bridge Course	-	-
i)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number	Boys	Girls	Govt./	Distance of	Mode of

		of Children			Private	School	Travel
a)	Pre-school	02	02	-	Private	5 km	Van
b)	Primary	17	10	05	Private	5 km	Van
c)	Secondary	-	-	-	-	-	-
d)	Higher	05	05	-	Private	5 km	Van
e)	Non-formal classes	01	-	01	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	Yes
If Yes, then how much per child month	-
Whether the educational facilities are adequate foe children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring				
b)	Beauty Culture				
c)	Computer				
d)	Jute bags and 'moti' work				
e)	Painting and Mehendi				
f)	Books binding				
g)	Printing				
h)	Auto Rickshaw/motor cycle/ mobile repairing				
i)	Candle making				
j)	Pickle making				
k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				
o)	Any other				

Whether instructors are trained	N.A.
If Yes, details of qualification	N.A.
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	-
Difficulty (if any)	Need Funds for Vocational Training Programme

RECREATIONAL FACILITIES

Whether recreational facilities are available	Yes

If yes, what are the recreation facilities available for children in Institution

S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily

b)	Outdoor games	√	Per Week
c)	Music	√	Per Week
d)	Television	√	Daily
e)	Picnic	√	Yearly
f)	Outings	√	Yearly
g)	Cultural Programme	√	Twice in a Year
h)	Yoga	√	Daily
i)	Debates	√	Monthly
j)	Radio	√	-
k)	Any Other	-	-
LIBRARY			
Whether library facilities are available or not			Yes
If Yes, Opening timing or day			-
What types of books provide for Children			Schools Books, Stories Books, Current Affairs, Newspapers, Spiritual Books etc.
SANITATION AND HYGIENE			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S. No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		Yes
c)	Proper drainage System		Yes
d)	Arrangements for disposal of garbage		Yes
e)	Protection from mosquitoes		Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		Yes
h)	Sufficient space for washing		Yes
i)	Clean and fly-proof kitchen		Yes
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other Govt., NGOs etc			No
What types of Co-operation and Co-ordination received for homes			-
MONITORING AND EVALUATION			
Mechanism used by the Institution to monitor the activities of homes			Care and Protection by home commending body
Whether any specific evaluation of the Organization/Institution has been conducted in the past			No
If Yes, when and by whom			-
Whether CWC members visit your institution regularly			Yes
TRAINING NEEDS			
Whether the NGO/Institution has organized any training			No

programme regarding JJ Act for Staff	
If Yes, a) Number of Training Programmes organized	-
b) Details of Training Programmes	-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry	No
If Yes, Please specify	-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	-
Suggestion of CWC/Inspection Committee	Î Good activities in the NGO and Complete records.
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î Our Staff members would like to attend the training programmes of Children development and Health related issues.

DELHI/05/ NGO		
IDENTIFICATION		
Name of the Organization		Minda Bal Gram, Moga Devi Minda Charitable Trust
Address for Communication		Holambi Khurd Road, Alipur, Delhi-110036
Telephone (with STD code)		011-27202102
Fax		-
Email ID		mlal@mindabalgram.org
Website of Organization		www.mindabalgram.org
Type of Child Care Institution being run		Children home
Whether run by		NGO
Name and contact of Chief Functionary		Sh. Sanjay Joshi, Director
Vision of NGO		Our dreams of reaching out to the disadvantaged people through creating conducive environment for improved quality of life.
Mission of NGO		Its strives to develop the competency of underprivileged through participation, advocacy & empowerment leading towards sustainable development and protection of the democratic values.
Key Objectives		-
Major Activities		-
Target group/ Stakeholders		Children
Geographical location/area		-
LEGAL STATUS OF NGO		
Date and year of establishment		07 September, 2001
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		JJ Act, 2000
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
07 September,2001	DCWD/CW/CH/2009	Delhi
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		-
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
If Yes, give details of registration		No. DWCD/CW/CH/2009/U/S 34 of JJ Act-2000
If No, give reasons thereof		-

Number of Governing Body Members	-
Physical Assets of the Organization	Yes
MANPOWER OF ORGANIZATION	
Total manpower of your Organization	24
Total No. of Professional Staff a) Male b) Female	 03 01
Total number of a) Full Time b) Part time Staff	 19 05

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years (In Lakhs)

2009-10	2008-09	2007-08
38.37	37.90	34.50

Sources of Funding of the NGO (Cash/kind/other)

International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
					CSR initiative of Minda Group of Industries

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Brochure and Audit report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Minda Bal Gram
Contact Details	
a) Name of Superintendent/Secretary	Mr. Sanjay Joshi, Director
b) Address	Minda Bal Gram, Alipur, Delhi
c) Phone	9910110150
d) Fax	-
e) Email	Sanjayjoshi16@yahoo.com
Type of Institution	**Children Home**
Run by	NGO (Moga Devi Minda Charitable Trust (regd))
Year of Establishment of the Home	-
Supported by	Other
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	100
b) Present Strength	94
Number of Children lodged in the home having families residing in the same State/UT	-

Reasons for staying in the home in case of children having families (provide details)				-	
Age breakup of children					
S.No.	Age	Number of Children		Total	
		Girls	Boys		
a)	0-5 years	-	-	-	
b)	5-10 years	17	06	23	
c)	10-15 years	28	26	54	
d)	15-18 years	07	10	17	
Details of Stay of Children in the home					
S.No.	Duration	Number of Children		Total	
		Girls	Boys		
a)	0-4 month	-	-	-	
b)	4-6 month	-	-	-	
c)	6-12 month	-	-	-	
d)	1-2 years	-	-	-	
e)	2-3 years	-	-	-	
f)	3-4 years	-	-	-	
g)	4-5 years	-	-	-	
h)	More than 5 Years	-	-	-	
Number of “Children with special needs” in the home					
S.No.	Category	Number of Children		Total	
		Girls	Boys		
a)	Mentally challenged	-	-	-	
b)	Autism	-	-	-	
c)	Physically challenged	-	-	-	
d)	Any other (please specify)	-	-	-	
What are the facilities and support services provided for the children staying in Home				Education, Life Skills, Health Care Facilities, Recreation, Sports and games.	
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960				Yes	
Any other registration				-	
Whether the Institution is certified as Fit Institution by					
a)	Juvenile Justice Board			-	
b)	Child Welfare Committee			√	
If Yes, Please Specify the Facilities provided				To provide all facilities	
INFRASTRUCTURE					
Infrastructure available					
a)	Owned			√	
b)	Rented			-	
c)	Lease			-	
d)	Donated			-	
Details of Accommodation for Children and Institutional Infrastructure					
S.	Particulars	Number	Size (Sq. ft.)	Capacity/Required	Actual

No.				Strength	Strength
a)	Dormitories	14	8500 Approx.	-	-
b)	Classrooms	5	16 * 20		-
c)	Sick room/ First Aid Room	1	16 * 20	-	-
d)	Kitchen	1	20 * 15	-	-
e)	Dinning Hall	1	60 * 20	-	-
f)	Recreation room	2	30 * 20	-	-
g)	Library	1	24 * 20	-	-
h)	Counseling & Guidance room	1	12 * 15	-	-
i)	Office rooms	1	30 * 20	-	-
j)	Workshops	1	45 * 30	-	-
k)	Separate Bathrooms for boys and girls	27	4 * 4	-	-
l)	Separate Latrines for boys and girls	30	4 * 3	-	-
m)	Store room	3	900 Sq. Ft	-	-
n)	Play Ground	2	200 * 150	-	-
o)	Vocational Training Centre	1	30 * 30	-	-
Total area of the Campus (Sq. ft.)				4.16 Acres	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	B.A. PG Diploma in NGO Management		2001
b)	Social Welfare Officer	1	1	MSW		2003
c)	Counselor	1	1	M.A. (Psychology)		2008
d)	Case Worker	-	-	-		2008
e)	Doctor (Part time or Full time)	1	1	MBBS		-
f)	Paramedical Staff	-	-	-		-
g)	Educator	3	3	B.Sc.		-
h)	Vocational Instructor	-	-	-		-
i)	Store-keeper cum Accountant	1	1	Matric		-
j)	Music Teacher	-	-	-		-

k)	Sports/ Yoga Teacher	1	1	B. Ed.		2005
l)	Driver	1	1	Middle		2003
m)	Cook	4	3	Middle		2004
n)	House Aunty	5	5	Primary		2003
o)	Security Guard	2	2	Matric		2004
p)	Helper	1	1	Middle		2006
q)	Sweeper	1	1	Primary		2003
r)	Any other (Please Specify)	Gardner- 1	1	Primary	-	2003
	Total	23	22			

CRITERIA FOR ADMISSION IN SHELTER HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	3 to 8 years of Children are admitted
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Maintaining Personal files and by Counselling

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE	
What are the health related services available for Children	Visit of MBBS doctor weekly and group med claim Policy
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	-
Frequency of Doctor's visit	Weekly
Whether any trained Staff for first-aid	No

Referral of Cases

a)	Govt. Hospital	√

b)	Dispensary	-	
c)	Any other	√ (Sri Action Balaji Medical Institute and Maharaja Agarsen Medical Hospital)	
How many children are suffering from communicable diseases and HIV/AIDS		None	
Any specialized services are provided for them		Yes	
If yes, Please provide in details		ü An MBBS Doctor visits once a week ü Arrange Educational Tour in Holiday	
Whether ambulance facility is available for patients		Yes	
Any other Facilities		Organisation own Vehicles.	
NUTRITION AND DIET SCALE			
Whether any menu chart followed by homes		Yes	
How many times meals are provided in a day		Four	
What types of special diet is provided for sick infant or children		As advised by doctor	
How many cooks are there		Three	
Whether children are helping at the time of cooking in any way		In Holidays Only	
Whether any Nutrition and Child Development Officer is there		No	
CLOTHING AND BEDDING			
How many sets of clothes, bedding and other articles are given to children			
S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2 Pairs	Yearly
b)	Winter Clothing(Jersey)	2 Pairs	Yearly
c)	School Uniform	2 Pairs	Yearly
d)	Under garments	4 Pairs	Yearly
e)	Towel	2 Pairs	Yearly
f)	Durry	1 PC	Yearly
g)	Blanket	1 PC	Yearly
h)	Pillow	1 PC	Yearly
i)	Shoes/Chappal	2 Pairs	Yearly
j)	Tooth powder/paste	-	Tooth Brush-Quarterly
k)	Soap	1 PC	Month
l)	Oil	50 gms	Month
m)	Utensils (Plate and Glass)	1 Set	Yearly
EDUCATION			
Whether educational facilities are available for children		Yes	
Are any of the educational facilities available within the institution			
a)	Formal School on Premises	Yes	No
b)	Pre-school	-	-
c)	Primary	-	-
d)	Secondary	-	-
e)	Higher	-	-

f)	Non-formal classes	√	-
g)	Private coaching	√	-
h)	Bridge Course	-	-
i)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	2-8 km	Mini Buses and Jeep
b)	Primary	27	07	20	-	-	Mini Buses and Jeep
c)	Secondary	64	35	29	-	-	Mini Buses and Jeep
d)	Higher	02	-	02	-	-	Mini Buses and Jeep
e)	Non-formal classes	01	-	01	-	-	Mini Buses and Jeep
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	Yes
If Yes, then how much per child month	As and When required. Especially when the children go on educational tour.
Whether the educational facilities are adequate foe children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	12	12	24	45 days
b)	Beauty Culture				
c)	Computer	9	5	14	75 days
d)	Jute bags and ‘moti’ work				
e)	Painting and Mehendi				
f)	Books binding				
g)	Printing				
h)	Auto Rickshaw/motor cycle/ mobile repairing				
i)	Candle making				
j)	Pickle making				
k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				

o)	Any other				
Whether instructors are trained				Yes	
If Yes, details of qualification				ITI in Tailoring and cutting and have rich experience more than 10 years in the field	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Daily	
d)	Television	√		Daily	
e)	Picnic	√		Yearly	
f)	Outings	√		Yearly	
g)	Cultural Programme	√		Occasionally	
h)	Yoga	-		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				09:00 – 05:00 p.m.	
What types of books provide for Children				Autobiography of greet man and General Knowledge	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			Yes	
e)	Protection from mosquitoes			Yes	
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)			Yes	
g)	Sufficient number of bathrooms (at least one bathroom for ten children)			Yes	
h)	Sufficient space for washing			Yes	
i)	Clean and fly-proof kitchen			Yes	

CO-ORDINATION AND COLLABORATION	
Whether the Organization/Institution is Networking with other Govt., NGOs etc	Yes
What types of Co-operation and Co-ordination received for homes	Participation in each other Programmes
MONITORING AND EVALUATION	
Mechanism used by the Institution to monitor the activities of homes	Supervision and Reporting Work
Whether any specific evaluation of the Organization/Institution has been conducted in the past	Yes
If Yes, when and by whom	Occasionally by CWC members
Whether CWC members visit your institution regularly	Yes
TRAINING NEEDS	
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff	Yes
If Yes, a) Number of Training Programmes organized	2
b) Details of Training Programmes	ü A week long training on Child Rights and Child Protection by NIPCCD ü Five Day training on counseling skills on Child Protection in Collaboration with National Institute of Social Defence.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry	Yes
If Yes, Please specify	From NISD, NIPCCD, SAMARTH, NAAJ Foundation, CHETNA
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	Î Mahatma Gandhi Institute of Rural Development Î Minda Group of Industries Î Delhi Services of Legal Authority Î Different NGO's Î Childline
Suggestion of CWC/Inspection Committee	Î Child Welfare Committee declared Minda Bal Gram a Fit Institution
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î Counseling Skills Î Child Care and Protection Î Child Abuse and Exploitation Î Child Psycho

DELHI/06/ NGO		
IDENTIFICATION		
Name of the Organization		Prayas Juvenile Aid: Centre Society
Address for Communication		59, Tughalkabad Institutional Area, New Delhi – 110062
Telephone (with STD code)		9511-29955505, 29956244
Fax		91-11-29955505
Email ID		prayas@prayaschildren.org
Website of Organization		-
Type of Child Care Institution being run		Shelter Home/ Drop-in-Centre
Whether run by		NGO
Name and contact of Chief Functionary		Mr. Saroj Kumar Swain (Director) 9810624285
Vision of NGO		Childhood restoration of deprived
Mission of NGO		Welfare Programmes for above vision
Key Objectives		Help deprived, destitutes, needy children
Major Activities		Rescue, Rehabilitation, Restoration, Research etc.
Target group/ Stakeholders		Children, Women and Adolescent
Geographical location/area		Currently 8 States and U.T. in India
LEGAL STATUS OF NGO		
Date and year of establishment		28 August, 1989
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Societies Registration Act,1860
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
29 August, 1989	S-20291	Delhi
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		2316506817
Any other Registration/ Recognition with Central / State Govt.:		80G, 35AC, 10(23)©(iv)
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
If Yes, give details of registration		No. DWCD/CW/CH/11/2009/U/S 34
If No, give reasons thereof		N.A.
Number of Governing Body Members		22
Physical Assets of the Organization		Yes, Building, Furniture, Vehicles, Equipments etc.
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		604
Total No. of Professional Staff		604

a) Male b) Female	406 198
Total number of a) Full Time b) Part time Staff	 516 88

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years (In Lakhs)

2009-10	2008-09	2007-08
907.65	1104.39	984.95

Sources of Funding of the NGO (Cash/kind/other)

International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
√	√	√		√	Sponsorship

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Annual Report, Brochure, Leaflet, Pamphlet, Audit Report and any Other (I.E.C. Materials like charts, boards)
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Prayas Railway Children Project Home, Lahori Gate, Delhi-06
Contact Details	
a) Name of Superintendent/Secretary	Mr. Varun Nautiyal, Manager
b) Address	Ghajiabad, U.P.
c) Phone	9717255087
d) Fax	-
e) Email	Varun.prayas@gmail.com
Type of Institution	**Shelter Home**
Run by	NGO (Prayas Juvenile Aid Centre Society)
Year of Establishment of the Home	-
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	15
b) Present Strength	15
Number of Children lodged in the home having families residing in the same State/UT	N.A.
Reasons for staying in the home in case of children having families (provide details)	Abusive home environment, Poor parents and Escaping Studies etc.

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	

a)	0-5 years	-	-	-
b)	5-10 years	-	04	04
c)	10-15 years	-	11	11
d)	15-18 years	-	-	-

Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	08	08
b)	4-6 month	-	03	03
c)	6-12 month	-	04	04
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		N.A.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		N.A.
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	√
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		Child Care facilities like Clothes, Foot wares, food, Bedding, Entertainment, Vocational Training, Fire Safety Measures, Heaters, Coolers, etc.

INFRASTRUCTURE

Infrastructure available		In partnership with the Railway Women Welfare Organisation and Railway Authorities
a)	Owned	-
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength

a)	Dormitories	1	22’14’13-5’	18	15
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	13’14’10’	-	-
e)	Dinning Hall	-	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counseling & Guidance room	-	-	-	-
i)	Office rooms	1	12’15’8-5’	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	1	4-5’3-5’8’	-	-
l)	Separate Latrines for boys and girls	1	4-5’4’8’	-	-
m)	Store room	-	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				92 Sq. Meters	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	Post Graduation PGDIRPM	15,000/-	18 months
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	1	1	Graduation	8,000/-	7 months
d)	Case Worker	1	1	Graduation	8,000/-	7 months
e)	Doctor (Part time or Full time)	1	1	M.D. MBBS	7,000/-	8 months
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	1	1	Graduation	6,000/-	8 months
h)	Vocational Instructor	1	1	Graduation	6,000/-	8 months
i)	Store-keeper cum Accountant	1	1	Graduation	8,000/-	2 Years
j)	Music Teacher	Hired From Head Office				
k)	Sports/ Yoga Teacher	Hired From Head Office				
l)	Driver	1	1	12^{th}	5,000/-	2 years
m)	Cook	2	2	8^{th}	5,000/-	3 years
n)	House Aunty	-	-	-	-	-

o)	Security Guard	1	1	5th	5,000/-	1 years
p)	Helper	1	1	5th	3,000/-	8 months
q)	Sweeper	1	1	-	3,000/-	2 years
r)	Any other (Please Specify)	Care Takers- 2	2	8th	3,000/-	4 years
	Total	13	13	-	-	-

CRITERIA FOR ADMISSION IN SHELTER HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	As per JJ Act and referred by C.W.C.
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Socio Economic, Demo Graphics, Family Background, If any form of abuse etc.

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	N.E.E. Attendance √

Minimum Standard of Care

MEDICAL CARE	
What are the health related services available for Children	Weekly health checkups and referrals
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	Weekly Visits
Frequency of Doctor's visit	Once a week
Whether any trained Staff for first-aid	Yes

Referral of Cases

a)	Govt. Hospital	√
b)	Dispensary	√
c)	Any other	√ (Put Doctors and O.P.Ds)
How many children are suffering from communicable diseases and HIV/AIDS		One from T.B.

Any specialized services are provided for them		Yes	
If yes, Please provide in details		ü Special Diet, D.O.T.S, Supplements, Regular Visit to specialists, Follow-ups etc.	
Whether ambulance facility is available for patients		Yes	
Any other Facilities		Specific Nutritional Supplements	
NUTRITION AND DIET SCALE			
Whether any menu chart followed by homes		Yes	
How many times meals are provided in a day		Four	
What types of special diet is provided for sick infant or children		Nutritional Supplements like Vitamin tabs, protean, Chwanprash, non-vegetable, green and clean vegetables etc.	
How many cooks are there		Two	
Whether children are helping at the time of cooking in any way		N.A.	
Whether any Nutrition and Child Development Officer is there		Yes	
CLOTHING AND BEDDING			
How many sets of clothes, bedding and other articles are given to children			
S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2 Sets	Every 4 Months
b)	Winter Clothing(Jersey)	1 Set	Every 4 Months
c)	School Uniform	2 Sets	Every 4 Months
d)	Under garments	2 Sets	Every 4 Months
e)	Towel	1 Set	Every 2 Months
f)	Durry	2 Sets	Every 6-7 Months
g)	Blanket	3 Sets	Whenever required
h)	Pillow	-	-
i)	Shoes/Chappal	1 Set	Every 4 Months
j)	Tooth powder/paste	1 Set	Every 4 Months
k)	Soap	1 Set	Every 4 Months
l)	Oil	1 Set	Every 4 Months
m)	Utensils (Plate and Glass)	1 Set	Every 4 Months
EDUCATION			
Whether educational facilities are available for children		Yes	
Are any of the educational facilities available within the institution			
a)	Formal School on Premises	Yes	No
b)	Pre-school	√	
c)	Primary	√	
d)	Secondary		√
e)	Higher		√
f)	Non-formal classes	√	
g)	Private coaching	√	
h)	Bridge Course	√	
i)	Any other Educational Counseling	√	
How many children go to school outside the premises of the institution			

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	2-8 km	Mini Buses and Jeep
b)	Primary	-	-	-	-	-	Mini Buses and Jeep
c)	Secondary	-	-	-	-	-	Mini Buses and Jeep
d)	Higher	-	-	-	-	-	Mini Buses and Jeep
e)	Non-formal classes	-	-	-	-	-	Mini Buses and Jeep
f)	Any other	-	-	-	-	-	-
Whether the institution is providing any pocket money for out going students						No	
If Yes, then how much per child month						N.A.	
Whether the educational facilities are adequate foe children						Yes	
If No, what are the other facilities required						N.A.	

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes
If Yes, then provide the details of the vocational training offered to children in the following format	

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring				
b)	Beauty Culture				
c)	Computer	15		15	Continuous
d)	Jute bags and ‘moti’ work				
e)	Painting and Mehendi				
f)	Books binding				
g)	Printing				
h)	Auto Rickshaw/motor cycle/ mobile repairing				
i)	Candle making				
j)	Pickle making				
k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				
o)	Any other				

Whether instructors are trained	Yes
If Yes, details of qualification	Graduation and trained in Computer Applications
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	Yes
Difficulty (if any)	N.A.

RECREATIONAL FACILITIES

Whether recreational facilities are available			Yes
If yes, what are the recreation facilities available for children in Institution			
S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily
b)	Outdoor games	√	Daily
c)	Music	√	As per demand of children
d)	Television	√	Daily
e)	Picnic	√	Once a month
f)	Outings	√	Once a month
g)	Cultural Programme	√	Occasionally
h)	Yoga	√	Daily
i)	Debates	√	Once a week
j)	Radio	-	-
k)	Any Other Special movies, learning animation	√	Once a week
LIBRARY			
Whether library facilities are available or not			Yes
If Yes, Opening timing or day			Opened round the clock
What types of books provide for Children			Story books, play and learning, primary, Hindi, English books etc.
SANITATION AND HYGIENE			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S. No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		Yes
c)	Proper drainage System		Yes
d)	Arrangements for disposal of garbage		Yes
e)	Protection from mosquitoes		Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		Yes
h)	Sufficient space for washing		Yes
i)	Clean and fly-proof kitchen		Yes
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other Govt., NGOs etc			Yes
What types of Co-operation and Co-ordination received for homes			Registration and technical support.
MONITORING AND EVALUATION			
Mechanism used by the Institution to monitor the activities of			Supervisory visits reports, feedback from

homes	authorities etc.
Whether any specific evaluation of the Organization/Institution has been conducted in the past	Yes
If Yes, when and by whom	C.W.C. and by Social Welfare Department.
Whether CWC members visit your institution regularly	Yes
TRAINING NEEDS	
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff	Yes
If Yes, a) Number of Training Programmes organized	2
b) Details of Training Programmes	ü Management and Operation of Institutional care Facilities ü Children Protection and JJ Act
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry	Yes
If Yes, Please specify	Prayas being a credible and reputed NGO, keeps on attending training programmes/ consultancies/ workshops/ seminars at various forums.
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	Î Social Welfare Department Î Child Welfare Committee Î Railway Authorities Î N.R.W.W.O Î Railway Protection Force Î Government Railway Police Î Local Police and Governing Bodies etc
Suggestion of CWC/Inspection Committee	Î Continue the work for Children Care and Development Î Take Care of their health and hygiene properly
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î Child Protection Î Management and Operation of Institutional Care Facilities Î Juvenile Delinquencies Î Juvenile Justice etc.

DELHI/07/ NGO		
IDENTIFICATION		
Name of the Organization		Kasturba Gandhi N.M.Trust
Address for Communication		Kasturba Vidyalaya, P.O. and Village Bakhtawarpur, Delhi-36
Telephone (with STD code)		011-27722891
Fax		27722891
Email ID		kgnmtdelhi@yahoo.com
Website of Organization		-
Type of Child Care Institution being run		Children Home
Whether run by		NGO
Name and contact of Chief Functionary		Mrs. Shila Barun, 9810652310
Vision of NGO		Upliftment of Women and Children of rural areas.
Mission of NGO		-
Key Objectives		To inspire the womenfolk to know about their rights and responsibilities and also make them aware of value of health, hygiene and education.
Major Activities		Creches, Balwadis, Vocational Training Programmes and Children Home.
Target group/ Stakeholders		Children and Women
Geographical location/area		Situated in North West of Delhi and in Alipore Block
LEGAL STATUS OF NGO		
Date and year of establishment		1945
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Registered under M.P. Public Trust Act
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
08 January, 1964	Q/R-1/64	Indore M.P.
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		06330007
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
If Yes, give details of registration		No. DWCD/CW/CH/46/2009/10 U/S 34 of JJ 2000 read with Rule T0+T1 of JJ Rules 2006
If No, give reasons thereof		N.A.
Number of Governing Body Members		12

Physical Assets of the Organization	6.5 Crores land out of which 2 crore built in area and 4.5 for dairy and agriculture, park etc.
MANPOWER OF ORGANIZATION	
Total manpower of your Organization	39
Total No. of Professional Staff a) Male b) Female	 4 35
Total number of a) Full Time b) Part time Staff	 39 -

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years (In Lakhs)

2009-10	2008-09	2007-08
26	23	37

Sources of Funding of the NGO (Cash/kind/other)

International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
		8.61 lakhs		5.58 lakhs	Dairy+ Agriculture 4.34 lakhs Trust's Contribution 6.34 lakhs

DOCUMENTATION	
Which of the following documents/communication material are maintained at the organizational level	Annual Report, Brochure, Leaflet and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	
Contact Details	
a) Name of Superintendent/Secretary	
b) Address	
c) Phone	
d) Fax	
e) Email	
Type of Institution	
Run by	
Year of Establishment of the Home	
Supported by	
Whether registered under 34(3) of JJ Act with the State Government	
Number of inmates	
a) Capacity	
b) Present Strength	
Number of Children lodged in the home having families residing in	

the same State/UT					
Reasons for staying in the home in case of children having families (provide details)					
Age breakup of children					
S.No.	Age	Number of Children			Total
		Girls	Boys		
a)	0-5 years	-	-		-
b)	5-10 years	-			
c)	10-15 years	-			
d)	15-18 years	-	-		-
Details of Stay of Children in the home					
S.No.	Duration	Number of Children			Total
		Girls	Boys		
a)	0-4 month	-			
b)	4-6 month	-			
c)	6-12 month	-			
d)	1-2 years	-			
e)	2-3 years	-			
f)	3-4 years	-	-		-
g)	4-5 years	-	-		-
h)	More than 5 Years	-	-		-
Number of “Children with special needs” in the home					
S.No.	Category	Number of Children			Total
		Girls	Boys		
a)	Mentally challenged	-	-		-
b)	Autism	-	-		-
c)	Physically challenged	-	-		-
d)	Any other (please specify)	-	-		-
What are the facilities and support services provided for the children staying in Home					
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960					
Any other registration					
Whether the Institution is certified as Fit Institution by					
a)	Juvenile Justice Board				
b)	Child Welfare Committee				
If Yes, Please Specify the Facilities provided					
INFRASTRUCTURE					
Infrastructure available					
a)	Owned			-	
b)	Rented			-	
c)	Lease			-	
d)	Donated			-	
Details of Accommodation for Children and Institutional Infrastructure					
S.	Particulars	Number	Size (Sq. ft.)	Capacity/Required	Actual

No.				Strength	Strength
a)	Dormitories				
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen			-	-
e)	Dinning Hall			-	-
f)	Recreation room			-	-
g)	Library			-	-
h)	Counseling & Guidance room			-	-
i)	Office rooms			-	-
j)	Workshops			-	-
k)	Separate Bathrooms for boys and girls			-	-
l)	Separate Latrines for boys and girls			-	-
m)	Store room			-	-
n)	Play Ground			-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)					
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light					

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager					
b)	Social Welfare Officer					
c)	Counselor					
d)	Case Worker					
e)	Doctor (Part time or Full time)					
f)	Paramedical Staff					
g)	Educator					
h)	Vocational Instructor					
i)	Store-keeper cum Accountant					
j)	Music Teacher					
k)	Sports/ Yoga Teacher					
l)	Driver					
m)	Cook					

n)	House Aunty					
o)	Security Guard					
p)	Helper					
q)	Sweeper					
r)	Any other (Please Specify)					
	Total					

CRITERIA FOR ADMISSION IN SHELTER HOMES	
Whether the organization is following any criteria for admission of children in Homes	
If Yes Please mention	
Whether the organization maintains any specific Proforma for recording details of Information of every child	
If Yes, what kind of information you have collected from children	

Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	
b)	Individual Care Plan	
c)	Supervision register	
d)	Medical file or medical report	
e)	Nutrition diet file	
f)	Stock Register	
g)	Visitor's book	
h)	Case file	
i)	Inquiry report file	
j)	Stock register	
k)	Any other(Please Specify)	

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		
Does the home have a Medical Care Unit for health check-up of Children		
If yes, Opening of day, time and duration of MCU		
Frequency of Doctor's visit		
Whether any trained Staff for first-aid		
Referral of Cases		
a)	Govt. Hospital	
b)	Dispensary	
c)	Any other	
How many children are suffering from communicable diseases and HIV/AIDS		
Any specialized services are provided for them		
If yes, Please provide in details		

Whether ambulance facility is available for patients	
Any other Facilities	
NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	
How many times meals are provided in a day	
What types of special diet is provided for sick infant or children	
How many cooks are there	
Whether children are helping at the time of cooking in any way	
Whether any Nutrition and Child Development Officer is there	

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing		
b)	Winter Clothing(Jersey)		
c)	School Uniform		
d)	Under garments		
e)	Towel		
f)	Durry		
g)	Blanket		
h)	Pillow		
i)	Shoes/Chappal		
j)	Tooth powder/paste		
k)	Soap		
l)	Oil		
m)	Utensils (Plate and Glass)		

EDUCATION

Whether educational facilities are available for children		Yes	
Are any of the educational facilities available within the institution			
a)	Formal School on Premises	Yes	No
b)	Pre-school		
c)	Primary		
d)	Secondary		
e)	Higher		
f)	Non-formal classes		
g)	Private coaching		
h)	Bridge Course		
i)	Any other		

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-		
b)	Primary	-	-	-	-		
c)	Secondary	-	-	-	-		

d)	Higher	-	-	-	-	-	
e)	Non-formal classes	-	-	-	-	-	
f)	Any other	-	-	-	-	-	-
Whether the institution is providing any pocket money for out going students							
If Yes, then how much per child month							
Whether the educational facilities are adequate foe children							
If No, what are the other facilities required							

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring				
b)	Beauty Culture				
c)	Computer				
d)	Jute bags and 'moti' work				
e)	Painting and Mehendi				
f)	Books binding				
g)	Printing				
h)	Auto Rickshaw/motor cycle/ mobile repairing				
i)	Candle making				
j)	Pickle making				
k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				
o)	Any other				

Whether instructors are trained	
If Yes, details of qualification	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	
Difficulty (if any)	

RECREATIONAL FACILITIES

Whether recreational facilities are available	

If yes, what are the recreation facilities available for children in Institution

S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games		
b)	Outdoor games		
c)	Music		
d)	Television		
e)	Picnic		
f)	Outings		

g)	Cultural Programme		
h)	Yoga		
i)	Debates		
j)	Radio		
k)	Any Other		
LIBRARY			
Whether library facilities are available or not			
If Yes, Opening timing or day			
What types of books provide for Children			
SANITATION AND HYGIENE			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S. No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		
c)	Proper drainage System		
d)	Arrangements for disposal of garbage		
e)	Protection from mosquitoes		
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		
h)	Sufficient space for washing		
i)	Clean and fly-proof kitchen		
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other Govt., NGOs etc			
What types of Co-operation and Co-ordination received for homes			
MONITORING AND EVALUATION			
Mechanism used by the Institution to monitor the activities of homes			
Whether any specific evaluation of the Organization/Institution has been conducted in the past			
If Yes, when and by whom			
Whether CWC members visit your institution regularly			
TRAINING NEEDS			
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff			
If Yes, a) Number of Training Programmes organized			
b) Details of Training Programmes			
Whether your staff or members from your organization/Institution has attended any training programme organized by any other			

outside Organization/ Department/ Ministry	
If Yes, Please specify	
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	Î
Suggestion of CWC/Inspection Committee	Î
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î

DELHI/08/ NGO	
IDENTIFICATION	
Name of the Organization	Don Bosco Ashalayam
Address for Communication	Shelter Home in Okhla, Jamia Nagar, New Delhi-25
Telephone (with STD code)	011-65100468
Fax	011-25075227,25080097
Email ID	dbasha.org@rediffmail.com
Website of Organization	www.dbasha.org
Type of Child Care Institution being run	Children Home and Shelter Home/ Drop-in-Centre
Whether run by	NGO
Name and contact of Chief Functionary	Fr. George Nadackal, Executive Director, Don Bosco Ashalayam, Old Najafgarh, Palam Gaon, New Delhi-45
Vision of NGO	Building the dreams and shaping the lives of young at risk for a just and humane society
Mission of NGO	Empower the young at risk to be agents of personal and social transformation through participatory approach
Key Objectives	Ą Improve socio-medical support to both the institutionalized children of the shelter home and the non-institutionalized children who and work in the street Ą Ensure Socio-Economic Rehabilitation of the Children 'on the street' and 'off the street'
Major Activities	Ą To run Children Home/ Shelter Home Ą Non-Formal Education Ą Childline Ą Job Placement Ą Research and Development Center Ą Bosco Self Reliance Programme
Target group/ Stakeholders	Children and Adolescent
Geographical location/area	-
LEGAL STATUS OF NGO	
Date and year of establishment	26th July, 1980
Whether Registered or not	Yes
If Yes, details of registered under which Act the Organization is registered	Society Registration Act, XXI of 1860
Date and place with registration number	

Date & Year of Registration	*Registration No*	*Registered Place*
26th July 1980	S/11094 of 1980	Delhi

Whether the organization is registered under FCRA	Yes
If Yes, FCRA No,	231650195
Any other Registration/ Recognition with Central / State Govt.:	Registered u/s 34(3) & 37 of JJ Act, 2000
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006	Yes
If Yes, give details of registration	Registered u/s 34(3) & 37 of JJ Act, 2000 read with Rule 30(2) & 70 of JJ Rules, 2006 as Children Home/ Shelter Home
If No, give reasons thereof	-
Number of Governing Body Members	7
Physical Assets of the Organization	Own Building and Furniture
MANPOWER OF ORGANIZATION	
Total manpower of your Organization	8
Total No. of Professional Staff	
a) Male	1
b) Female	1
Total number of	
a) Full Time	6
b) Part time Staff	2
FINANCIAL MANAGEMENT	
Annual Budget of Organization for last three years (In Lakhs)	

2009-10	2008-09	2007-08
13,84,154	16,68,954	6,26,652

Sources of Funding of the NGO (Cash/kind/other)

International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
√	√	√	√	√	-

DOCUMENTATION	
Which of the following documents/communication material are maintained at the organizational level	Annual Report, Brochure, Leaflet, Pamphlet and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No
Profile of Children Home/ Child Care Institution	
Name of Child Care Institution	Don Bosco Shelter Home for boys in Okhla. New Delhi
Contact Details	
a) Name of Superintendent/Secretary	Sh Babloo Kumar (Home in Charge)
b) Address	Don Bosco Shelter Home for boys in Okhla, Jamia Nagar, New Delhi-25
c) Phone	011-65100468

d) Fax	011-25075227,25080097
e) Email	dbasha.org@rediffmail.com
Type of Institution	**Children Home and Shelter Home**
Run by	NGO (Don Bosco Ashalyam)
Year of Establishment of the Home	2008
Supported by	MWCD and State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	25
b) Present Strength	18
Number of Children lodged in the home having families residing in the same State/UT	3
Reasons for staying in the home in case of children having families (provide details)	The Children belong to deprived and marginalized section

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	4	4
b)	5-10 years	-	9	9
c)	10-15 years	-	5	5
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	14	14
b)	4-6 month	-	4	4
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of “Children with special needs” in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	1	1
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	They have being looking after with Special Care Regular Medical Health Checks up
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	No

Any other registration		Societies Registration Act 1860 & Registered u/s 34(3)
Whether the Institution is certified as Fit Institution by		Yes
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		Food, Lodging, Education, Counseling, Support Service, Restoration

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	1	30.6 * 40.6	-	-
b)	Classrooms	2	10 * 16	-	-
c)	Sick room/ First Aid Room	1	10 * 16	-	-
d)	Kitchen	1	18 * 13	-	-
e)	Dinning Hall	-	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	1	20 * 10	-	-
h)	Counseling & Guidance room	-	-	-	-
i)	Office rooms	1	10 * 16	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	7	22 * 16	-	-
l)	Separate Latrines for boys and girls	6	22 * 16	-	-
m)	Store room	1	5 * 6	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	2854.5
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	1	M.A.	8,000	-

b)	Social Welfare Officer	-	1	Graduation	5,000	-
c)	Counselor	-	-	--	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	1	Diploma in Nursing	8,000	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	1	M.A.	4,000	-
k)	Sports/ Yoga Teacher	-	1	12^{th}	6,000	-
l)	Driver	-	-	-	-	-
m)	Cook	-	1	12^{th}	5,000	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other Incharge Asst. Incharge	- -	1 1	Graduation 12^{th}	6,500 7,600	- -
	Total	-	8	-	-	-

CRITERIA FOR ADMISSION IN SHELTER HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Children are received by the order of Child Welfare Committee
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Parents Information and Reason for runaway from Home etc

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√

i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify) : Children's Attendance Register, Staff Register/ Telephone Outgoing	√

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		Regular Medical Check-up by Doctor and Staff Nurse Approaching Hospitals if needed
Does the home have a Medical Care Unit for health check-up of Children		No
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		Monthly-Doctor/Weekly- Staff Nurse/ Regular- If needed
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	√
c)	Any other: Private Hospital	√
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for them		N.A.
If yes, Please provide in details		-
Whether ambulance facility is available for patients		No
Any other Facilities		Vehicle is available

NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Four
What types of special diet is provided for sick infant or children	As prescribed by Doctor
How many cooks are there	1
Whether children are helping at the time of cooking in any way	Yes
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	-	-
c)	School Uniform	-	-
d)	Under garments	-	-
e)	Towel	-	-
f)	Durry	-	-
g)	Blanket	-	-
h)	Pillow	-	-

i)	Shoes/Chappal	-	-
j)	Tooth powder/paste	-	-
k)	Soap	-	-
l)	Oil	-	-
m)	Utensils (Plate and Glass)	-	-

EDUCATION

Whether educational facilities are available for children		Yes	
Are any of the educational facilities available within the institution			
a)	Formal School on Premises	Yes	No
b)	Pre-school	-	√
c)	Primary	-	√
d)	Secondary	-	√
e)	Higher	-	√
f)	Non-formal classes	√	-
g)	Private coaching	-	√
h)	Bridge Course	-	√
i)	Any other	-	√

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-		
b)	Primary	-	-	-	-		
c)	Secondary	-	-	-	-		
d)	Higher	-	-	-	-	-	
e)	Non-formal classes	-	-	-	-	-	
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A.
Whether the educational facilities are adequate for children	No
If No, what are the other facilities required	Formal Education, Vocational Training

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring				
b)	Beauty Culture				
c)	Computer				
d)	Jute bags and ‘moti’ work				
e)	Painting and Mehendi				
f)	Books binding				
g)	Printing	1	-	1	6 Months
h)	Auto Rickshaw/motor cycle/				

	mobile repairing				
i)	Candle making				
j)	Pickle making				
k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				
o)	Any other				

Whether instructors are trained	Yes
If Yes, details of qualification	ITI/Diploma
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	Yes
Difficulty (if any)	-

RECREATIONAL FACILITIES

Whether recreational facilities are available	Yes

If yes, what are the recreation facilities available for children in Institution

S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	-
b)	Outdoor games	√	-
c)	Music	√	-
d)	Television	√	-
e)	Picnic	√	-
f)	Outings	√	-
g)	Cultural Programme	√	-
h)	Yoga	-	-
i)	Debates	√	-
j)	Radio	-	-
k)	Any Other	√	-

LIBRARY

Whether library facilities are available or not	Yes
If Yes, Opening timing or day	24 * 7
What types of books provide for Children	Moral Books, Educational Books, Pictographic Books and Recreational Books etc.

SANITATION AND HYGIENE

Whether Sanitation and Hygiene is maintained in the home through following facilities

S. No.	Details of Sanitation and Hygiene	Yes/No
a)	Sufficient treated and filtered drinking water	Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes

e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	-
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What types of Co-operation and Co-ordination received for homes		For Grant-in-aid, License Training, Advocacy, Resources, Education, Medical Facilities, Rehabilitation, Restoration etc.
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		In House Arrangement for monitoring by the authorized persons, Regular Supervision and Visits
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		CWC and Dist. Officer (Social Welfare Department)
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		Yes
If Yes, a) Number of Training Programmes organized		1
b) Details of Training Programmes		NICP (National Initiative for Child Protection) Workshop which was conducted by Don Bosco Ashalayam (CHILDLINE) on 20-01-2011 covering the JJ Act and Child Rights etc
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Organised by the Organisation SAMARTH on Detoxication on 22,23,24 February 2011 at ISI Delhi
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Î MWCD Î DWCD Î Police Î Education, Labour and Health Department

	Î Social Welfare Department Î CWC
Suggestion of CWC/Inspection Committee	Î They have suggested keeping Toilets and Bathrooms more clean and quality of pulse should be improved
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î JJ Act Î Child Rights Î Detoxication Î Counseling Î Child labour and Trafficking Î Mechanism for Rehabilitation

DELHI/09/ NGO		
IDENTIFICATION		
Name of the Organization		Samarpan Foundation
Address for Communication		63, Jor Bagh, New Delhi 110003
Telephone (with STD code)		9810012062
Fax		-
Email ID		samarpan@live.in
Website of Organization		www.samarpanfoundation.org
Type of Child Care Institution being run		Children Home
Whether run by		NGO
Name and contact of Chief Functionary		Shradha Ved Brat 9810012062
Vision of NGO		To expand the Samarpan Foundation network globally and to offer aasistance where there is a humanitarian, ecological or environmental need
Mission of NGO		Rural and Urban Development
Key Objectives		Rural and Urban Development
Major Activities		Education, Homes, Food distribution, Health Care and Disaster
Target group/ Stakeholders		Children
Geographical location/area		B-24, Maharani Bagh, New Delhi-65
LEGAL STATUS OF NGO		
Date and year of establishment		15th September 2006
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		-
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
15-09-2006	3,723	New Delhi
Whether the organization is registered under FCRA		Applied
If Yes, FCRA No,		-
Any other Registration/ Recognition with Central / State Govt.:		No
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
Number of Governing Body Members		3
Physical Assets of the Organization		-
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		20
Total No. of Professional Staff a) Male		5

b) Female	15
Total number of a) Full Time b) Part time Staff	 10 10

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years (In Lakhs)

2009-10	2008-09	2007-08
97,80,092	54,12,974	12,31,610

Sources of Funding of the NGO (Cash/kind/other)

International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
-	-	-	-	√	-

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Annual Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Samarpan Home
Contact Details	
a) Name of Superintendent/Secretary	Shobha Lohia
b) Address	A-212, New Friend Colony, New Delhi
c) Phone	9810298944
d) Fax	-
e) Email	ajaysatsangi@gmail.com
Type of Institution	**Children Home**
Run by	NGO (Samarpan Foundation)
Year of Establishment of the Home	2009
Supported by	Self members
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	17
b) Present Strength	11
Number of Children lodged in the home having families residing in the same State/UT	6
Reasons for staying in the home in case of children having families (provide details)	Broken Homes, Abused Children, Financial Abandoned

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	6	3	9
c)	10-15 years	1	1	2

d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	3	1	4
b)	4-6 month	1	2	3
c)	6-12 month	1	-	1
d)	1-2 years	2	1	3
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of “Children with special needs” in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	1	1
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Education, Food, Hygiene, Clothing etc
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		-
Whether the Institution is certified as Fit Institution by		Yes
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		Education, Food, Hygiene, Clothing etc

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	-
c)	Lease	-
d)	Donated	√

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	110	-	-
e)	Dinning Hall	1	325	-	-
f)	Recreation room	1	11	-	-
g)	Library	1	122	-	-
h)	Counseling & Guidance	-	-	-	-

	room				
i)	Office rooms	-	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	-	-	-	-
l)	Separate Latrines for boys and girls	-	-	-	-
m)	Store room	-	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				3060	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	1	Post Graduate	-	-
b)	Social Welfare Officer	-	2	Post Graduate	-	-
c)	Counselor	-	1	Post Graduate	-	-
d)	Case Worker	-	3	Post Graduate	-	-
e)	Doctor (Part time or Full time)	-	1	Post Graduate	-	-
f)	Paramedical Staff	-	1	Post Graduate	-	-
g)	Educator	-	2	Post Graduate	-	-
h)	Vocational Instructor	-	1	Graduate	-	-
i)	Store-keeper cum Accountant	-	1	Graduate	-	-
j)	Music Teacher	-	1	Graduate	-	-
k)	Sports/ Yoga Teacher	-	1	Graduate	-	-
l)	Driver	-	1	12^{th}	7,000	-
m)	Cook	-	1	12^{th}	5,000	-
n)	House Aunty	-	-	12^{th}	-	-
o)	Security Guard	-	2	12^{th}	4,500	-
p)	Helper	-	3	12^{th}	3,500	-
q)	Sweeper	-	1	12^{th}	3,000	-
r)	Any other	-	-	-	-	-
	Total	-	23	-	-	-

CRITERIA FOR ADMISSION IN SHELTER HOMES

Whether the organization is following any criteria for admission of children in Homes	No

If Yes Please mention		N.A.
Whether the organization maintains any specific Proforma for recording details of Information of every child		Yes
If Yes, what kind of information you have collected from children		Their Background Details and difficulties faced by them
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify) :	-

Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		No
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		Weekly
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	-
b)	Dispensary	√
c)	Any other:	-
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for them		No
If yes, Please provide in details		N.A.
Whether ambulance facility is available for patients		Yes
Any other Facilities		-
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Four
What types of special diet is provided for sick infant or children		As prescribed by Doctor
How many cooks are there		1
Whether children are helping at the time of cooking in any way		No

Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	10	Yearly
b)	Winter Clothing(Jersey)	6	Yearly
c)	School Uniform	3	Yearly
d)	Under garments	6	Yearly
e)	Towel	3	Yearly
f)	Durry	2	Yearly
g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/Chappal	3	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	2	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	4	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

a)	Formal School on Premises	Yes	No
b)	Pre-school	-	√
c)	Primary	-	√
d)	Secondary	-	√
e)	Higher	-	√
f)	Non-formal classes	√	-
g)	Private coaching	√	-
h)	Bridge Course	-	√
i)	Any other: Clay Dance	√	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	9	4	5	Private	2 km	By Car
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A.
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children					No
If Yes, then provide the details of the vocational training offered to children in the following format					
S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				No	
If Yes, details of qualification				N.A.	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Weekly	
d)	Television	√		Weekly	
e)	Picnic	√		Monthly	
f)	Outings	√		Weekly	
g)	Cultural Programme	√		Monthly	
h)	Yoga	-		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other: Clay Dance	√		Weekly	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Any Time	
What types of books provide for Children				Moral Books, Educational Books etc	

SANITATION AND HYGIENE		
Whether Sanitation and Hygiene is maintained in the home through following facilities		
S. No.	Details of Sanitation and Hygiene	Yes/No
a)	Sufficient treated and filtered drinking water	Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		No
What types of Co-operation and Co-ordination received for homes		N.A.
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		Supervision by Volunteers and Members
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		By Madhvi Ganeri on 02-02-2011
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		No Response
Suggestion of CWC/Inspection Committee		Î They have suggested keeping Toilets and Bathrooms more clean and quality of pulse should be improved

Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î Psychology Î Abused Children

DELHI/10/ NGO		
IDENTIFICATION		
Name of the Organization		Sewa Bharti Matrichhaya
Address for Communication		B-2/2, Mianwali Nagar, Near Peeragarhi Chowk, New Delhi 110087
Telephone (with STD code)		011-25286821, 45088544
Fax		-
Email ID		mianwalimatrichhaya@rediffmail.com
Website of Organization		-
Type of Child Care Institution being run		Orphanage
Whether run by		NGO
Name and contact of Chief Functionary		Mr. D.K. Manchanda Organising Secretary
Vision of NGO		A Caring Home for every child
Mission of NGO		To find a loving home for the abandoned child
Key Objectives		To facilitate a link between childless couple and abandoned children
Major Activities		To provide care and protection to abandoned children
Target group/ Stakeholders		Children
Geographical location/area		-
LEGAL STATUS OF NGO		
Date and year of establishment		05-01-2001
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Registered under JJ Act
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
-	-	-
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		231650568
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
Number of Governing Body Members		24
Physical Assets of the Organization		-
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		18
Total No. of Professional Staff a) Male b) Female		 1 1

Total number of a) Full Time b) Part time Staff	 12 6

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years (In Lakhs)

2009-10	2008-09	2007-08
25	16	20

Sources of Funding of the NGO (Cash/kind/other)

International	National	State Govt.	Community Support	Donation	Any Other (Please specify) Bank Interest
-	-	-	-	√	√

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Annual Report, Brochure, Leaflet, Pamphlet and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	Yes

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Sewa Bharti Matrichhaya
Contact Details	
a) Name of Superintendent/Secretary	Mr. D.K. Manchanda
b) Address	E-34, New Multan Nagar, Delhi
c) Phone	011-25286821, 45088544
d) Fax	-
e) Email	mianwalimatrichhaya@rediffmail.com
Type of Institution	**Children Home**
Run by	NGO (Sewa Bharti Matri Chhaya)
Year of Establishment of the Home	2002
Supported by	Donation
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	25
b) Present Strength	10
Number of Children lodged in the home having families residing in the same State/UT	Nil
Reasons for staying in the home in case of children having families (provide details)	N.A.

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	6	4	10
d)	15-18 years	-	-	-

Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	4	1	5
b)	4-6 month	1	-	1
c)	6-12 month	-	-	-
d)	1-2 years	-	2	2
e)	2-3 years	1	-	1
f)	3-4 years	-	-	-
g)	4-5 years	-	1	1
h)	More than 5 Years	-	-	-

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	1	2	3
b)	Autism	-	-	-
c)	Physically challenged	-	1	1
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		Yes
Any other registration		CARA/CVARA, Registration of Sewa Bharti Matrichhaya
Whether the Institution is certified as Fit Institution by		Yes
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	-
c)	Lease	-
d)	Donated	√

Details of Accommodation for Children and Institutional Infrastructure					
S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	-	-	-	-
e)	Dinning Hall	-	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counseling & Guidance	-	-	-	-

	room				
i)	Office rooms	-	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	-	-	-	-
l)	Separate Latrines for boys and girls	-	-	-	-
m)	Store room	-	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	-	-	-
b)	Social Welfare Officer	1	1	-	-	-
c)	Counselor	1	1	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	4	4	-	-	-
f)	Paramedical Staff	1	1	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	-	-	-
n)	House Aunty	6	6	-	-	-
o)	Security Guard	1	1	-	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	1	1	-	-	-
r)	Any other	-	-	-	-	-
	Total	18	18	-	-	-

CRITERIA FOR ADMISSION IN SHELTER HOMES

Whether the organization is following any criteria for admission of children in Homes	No

If Yes Please mention		N.A.
Whether the organization maintains any specific Proforma for recording details of Information of every child		Yes
If Yes, what kind of information you have collected from children		-
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify) :	-

Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		24 hours
Frequency of Doctor's visit		Daily
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	-
b)	Dispensary	-
c)	Any other: Private Hospital	√
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for them		No
If yes, Please provide in details		N.A.
Whether ambulance facility is available for patients		No
Any other Facilities		N.A.
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Four
What types of special diet is provided for sick infant or children		As prescribed by Doctor
How many cooks are there		1
Whether children are helping at the time of cooking in any way		No
Whether any Nutrition and Child Development Officer is there		No

CLOTHING AND BEDDING			
How many sets of clothes, bedding and other articles are given to children			
S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	5	-
b)	Winter Clothing(Jersey)	3	-
c)	School Uniform	-	-
d)	Under garments	10	-
e)	Towel	3	-
f)	Durry	2	-
g)	Blanket	2	-
h)	Pillow	2	-
i)	Shoes/Chappal	-	-
j)	Tooth powder/paste	-	-
k)	Soap	1	-
l)	Oil	1	-
m)	Utensils (Plate and Glass)	-	-

EDUCATION			
Whether educational facilities are available for children		No	
Are any of the educational facilities available within the institution			
a)	Formal School on Premises	Yes	No
b)	Pre-school	√	-
c)	Primary	-	-
d)	Secondary	-	-
e)	Higher	-	-
f)	Non-formal classes	-	-
g)	Private coaching	-	-
h)	Bridge Course	-	-
i)	Any other: Clay Dance	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A.
Whether the educational facilities are adequate for children	No
If No, what are the other facilities required	N.A.

VOCATIONAL TRAINING	
Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format					
S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				No	
If Yes, details of qualification				N.A.	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				N.A.	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	-		-	
b)	Outdoor games	-		-	
c)	Music	-		-	
d)	Television	-		-	
e)	Picnic	-		-	
f)	Outings	-		-	
g)	Cultural Programme	-		-	
h)	Yoga	-		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other: Clay Dance	-		-	
LIBRARY					
Whether library facilities are available or not				No	
If Yes, Opening timing or day				-	
What types of books provide for Children				-	
SANITATION AND HYGIENE					

Whether Sanitation and Hygiene is maintained in the home through following facilities		
S. No.	Details of Sanitation and Hygiene	Yes/No
a)	Sufficient treated and filtered drinking water	Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		No
What types of Co-operation and Co-ordination received for homes		N.A.
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		CCTV
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		Monthly Inspection & Review is done by Management Committee
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Sewa Bharti Matri chhayya held by CARA & Meeting with CVARA
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Î CARA Î CVARA Î DWCD Î CWC
Suggestion of CWC/Inspection Committee		No Response

Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	No Response

DELHI/11/ NGO		
IDENTIFICATION		
Name of the Organization		Antyodaya Niketan
Address for Communication		Old Court Road, Kashmeri Gate, New Delhi-06
Telephone (with STD code)		011-43597076
Fax		-
Email ID		Antyodayanand@gmail.com
Website of Organization		No
Type of Child Care Institution being run		Children Home
Whether run by		NGO
Name and contact of Chief Functionary		Fr. Ravindrajain C.M.
Vision of NGO		To promote interfaith initiation of different faiths with the objectives of improving understanding
Mission of NGO		Serving the least and the last poorest of the poor abandoned and who are destitute of our society without any cast and greed
Key Objectives		To provide shelter, education & health facilities to destitute need, abandoned, Orphan or street children regard ness of their race, caste or creed
Major Activities		To Promote Spirititual, Physical Mental Development and Upliftment of Children without any destination of caste, creed as religion and in the interest of mankind in general Providing Education, Medical care and treatment
Target group/ Stakeholders		Children
Geographical location/area		-
LEGAL STATUS OF NGO		
Date and year of establishment		-
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		-
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
27-12-2006	57453	Delhi
Whether the organization is registered under FCRA		On the Process
If Yes, FCRA No,		-
Any other Registration/ Recognition with Central / State Govt.:		No

Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006	Yes
Number of Governing Body Members	9
Physical Assets of the Organization	Yes
MANPOWER OF ORGANIZATION	
Total manpower of your Organization	22
Total No. of Professional Staff a) Male b) Female	 10 2
Total number of a) Full Time b) Part time Staff	 5 17

FINANCIAL MANAGEMENT					
Annual Budget of Organization for last three years (In Lakhs)					
2009-10		2008-09		2007-08	
11		10		19	
Sources of Funding of the NGO (Cash/kind/other)					
International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
-	-	-	-	√	-

DOCUMENTATION	
Which of the following documents/communication material are maintained at the organizational level	Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	Yes

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Antyodaya Niketan
Contact Details	
a) Name of Superintendent/Secretary	Fr. Ravindra jain C.M.
b) Address	Old Court Road, Kashmeri Gate, New Delhi-06
c) Phone	011-43597076
d) Fax	-
e) Email	Antyodayanand@gmail.com
Type of Institution	**Children Home**
Run by	NGO
Year of Establishment of the Home	-
Supported by	-
Whether registered under 34(3) of JJ Act with the State Government	-
Number of inmates	
a) Capacity	35
b) Present Strength	30
Number of Children lodged in the home having families residing in	Nil

the same State/UT				
Reasons for staying in the home in case of children having families (provide details)				N.A.
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	4	26	30
d)	15-18 years	-	-	-
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	4	25	30
Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	2	2
b)	Autism	-	-	-
c)	Physically challenged	-	2	2
d)	Any other (please specify)	-	-	-
What are the facilities and support services provided for the children staying in Home				Nutritious & Sufficient, Accommodation, Clothing, Medical Facilities etc
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960				No
Any other registration				N.A.
Whether the Institution is certified as Fit Institution by				
a)	Juvenile Justice Board			-
b)	Child Welfare Committee			√
If Yes, Please Specify the Facilities provided				Nutritious & Sufficient, Accommodation, Clothing, Medical Facilities etc
INFRASTRUCTURE				
Infrastructure available				
a)	Owned			√
b)	Rented			-
c)	Lease			-

d)	Donated			-	
Details of Accommodation for Children and Institutional Infrastructure					
S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	2	1600	-	40
b)	Classrooms	2	200	-	40
c)	Sick room/ First Aid Room	1	-	-	-
d)	Kitchen	1	150	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counseling & Guidance room	1	150	-	-
i)	Office rooms	1	200	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	5	16	-	-
l)	Separate Latrines for boys and girls	5	16	-	-
m)	Store room	1	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	-	-	-	-
b)	Social Welfare Officer	1	-	M.S.W.	-	-
c)	Counselor	2	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	2	-	M.B.B.S.	-	-
f)	Paramedical Staff	2	-	-	-	-
g)	Educator	2	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	2	-	B.Com.	-	-
j)	Music Teacher	-	-	-	-	-

k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	2	-	10^{th}	-	-
m)	Cook	3	-	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	2	-	-	-	-
p)	Helper	2	-	12^{th}	-	-
q)	Sweeper	2	-	12^{th}	-	-
r)	Any other	-	-	-	-	-
	Total	18	18	-	-	-

CRITERIA FOR ADMISSION IN SHELTER HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	N.A.
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Social Investigation Report

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify) :	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		Weekly OPD
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		Friday 4:30 to 7:00 p.m.
Frequency of Doctor's visit		Weekly Thrice
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	-
b)	Dispensary	-
c)	Any other: Private Hospital	√
How many children are suffering from communicable diseases and HIV/AIDS		Nil

Any specialized services are provided for them	No
If yes, Please provide in details	N.A.
Whether ambulance facility is available for patients	Yes
Any other Facilities	N.A.
NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Three
What types of special diet is provided for sick infant or children	As prescribed by Doctor
How many cooks are there	Three
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	3	Yearly
b)	Winter Clothing(Jersey)	2	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	3	Yearly
e)	Towel	1	Yearly
f)	Durry	-	-
g)	Blanket	2	-
h)	Pillow	1	-
i)	Shoes/Chappal	3	-
j)	Tooth powder/paste	1	-
k)	Soap	2	-
l)	Oil	1	-
m)	Utensils (Plate and Glass)	3	-

EDUCATION

Whether educational facilities are available for children: Yes

Are any of the educational facilities available within the institution

a)	Formal School on Premises	Yes	No
b)	Pre-school	√	-
c)	Primary	√	-
d)	Secondary	-	-
e)	Higher	-	-
f)	Non-formal classes	√	-
g)	Private coaching	-	-
h)	Bridge Course	-	-
i)	Any other: Clay Dance	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-

b)	Primary	24	20	4	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A.
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	N.A.

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-

Whether instructors are trained	Yes
If Yes, details of qualification	M.C.A.
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	No
Difficulty (if any)	N.A.

RECREATIONAL FACILITIES

Whether recreational facilities are available	Yes

If yes, what are the recreation facilities available for children in Institution

S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily
b)	Outdoor games	√	Weekly
c)	Music	-	-
d)	Television	√	Daily

e)	Picnic	√	Yearly
f)	Outings	√	Weekly
g)	Cultural Programme	-	-
h)	Yoga	√	Monthly
i)	Debates	-	-
j)	Radio	-	-
k)	Any Other: Clay Dance	-	-
LIBRARY			
Whether library facilities are available or not			No
If Yes, Opening timing or day			-
What types of books provide for Children			-
SANITATION AND HYGIENE			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S. No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		Yes
c)	Proper drainage System		Yes
d)	Arrangements for disposal of garbage		Yes
e)	Protection from mosquitoes		Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		Yes
h)	Sufficient space for washing		Yes
i)	Clean and fly-proof kitchen		Yes
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other Govt., NGOs etc			Yes
What types of Co-operation and Co-ordination received for homes			-
MONITORING AND EVALUATION			
Mechanism used by the Institution to monitor the activities of homes			-
Whether any specific evaluation of the Organization/Institution has been conducted in the past			Yes
If Yes, when and by whom			-
Whether CWC members visit your institution regularly			Yes
TRAINING NEEDS			
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff			No
If Yes, a) Number of Training Programmes organized			-
b) Details of Training Programmes			-

Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry	Yes
If Yes, Please specify	Salam Balak Trust (Child Help Line)
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	Î CWC, Compassionate Missionaries Chetnalaya
Suggestion of CWC/Inspection Committee	No Response
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	No Response

DELHI/12/ NGO		
IDENTIFICATION		
Name of the Organization		Bachchon Ka Ghar
Address for Communication		5028, Bachchon ka Ghar, Dariya GAnj, New Delhi-02
Telephone (with STD code)		011-23278795
Fax		-
Email ID		-
Website of Organization		-
Type of Child Care Institution being run		Orphanage
Whether run by		NGO
Name and contact of Chief Functionary		Tejlal Bharti
Vision of NGO		-
Mission of NGO		-
Key Objectives		-
Major Activities		-
Target group/ Stakeholders		Children
Geographical location/area		-
LEGAL STATUS OF NGO		
Date and year of establishment		9th December, 1966
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		-
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
09-12-1966	S-3155	Delhi
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		231650112
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		-
Number of Governing Body Members		9
Physical Assets of the Organization		-
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		-
Total No. of Professional Staff a) Male b) Female		 16 5
Total number of a) Full Time b) Part time Staff		 19 2
FINANCIAL MANAGEMENT		

Annual Budget of Organization for last three years (In Lakhs)		
2009-10	2008-09	2007-08
6	5	5

Sources of Funding of the NGO (Cash/kind/other)					
International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
-	-	-	-	√	-

DOCUMENTATION	
Which of the following documents/communication material are maintained at the organizational level	Annual Report and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Bachchon Ka Ghar
Contact Details	
a) Name of Superintendent/Secretary	Haji Mian Fayyazadd u
b) Address	HAji Hotel, JAma Masjid
c) Phone	011-23266478
d) Fax	-
e) Email	-
Type of Institution	**Children Home**
Run by	NGO
Year of Establishment of the Home	1891
Supported by	MWCD
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	230
b) Present Strength	189
Number of Children lodged in the home having families residing in the same State/UT	Nil
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	30	50	80
c)	10-15 years	20	35	55
d)	15-18 years	24	30	54

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	2	-	2
b)	4-6 month	-	1	1

c)	6-12 month	21	10	31
d)	1-2 years	10	15	25
e)	2-3 years	12	25	37
f)	3-4 years	6	20	26
g)	4-5 years	6	25	31
h)	More than 5 Years	17	19	36

Number of "Children with special needs" in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	N.A.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	Yes
Any other registration	N.A.
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	-

INFRASTRUCTURE

Infrastructure available	
a) Owned	√
b) Rented	-
c) Lease	-
d) Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	40
b)	Classrooms	-	-	-	40
c)	Sick room/ First Aid Room	1	-	-	-
d)	Kitchen	2	-	-	-
e)	Dinning Hall	2	-	-	-
f)	Recreation room	1	-	-	-
g)	Library	1	-	-	-
h)	Counseling & Guidance room	1	-	-	-
i)	Office rooms	4	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	75	-	-	-
l)	Separate Latrines for boys and girls	107	-	-	-

m)	Store room	2	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	1	-	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				-	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	-	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	1	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	4	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	3	-	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	1	-	-	-	-
p)	Helper	1	-	-	-	-
q)	Sweeper	2	-	-	-	-
r)	Any other : Peon	3	-	-	-	-
	Total	16	-	-	-	-

CRITERIA FOR ADMISSION IN SHELTER HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Only for Orphan Boys and Girls
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Father Death Certificate, Birth Certificate of Child, I.D. Proof of Guardian, Economic Conditions, Photo graph of child and guardian
Maintenance of Registers/Record Maintenance	

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	-
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify) :	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		Daily, 5:00 p.m. to 6:00 p.m.
Frequency of Doctor's visit		Daily
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	√
c)	Any other:	-
How many children are suffering from communicable diseases and HIV/AIDS		No
Any specialized services are provided for them		No
If yes, Please provide in details		N.A.
Whether ambulance facility is available for patients		No
Any other Facilities		N.A.

NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Three
What types of special diet is provided for sick infant or children	As prescribed by Doctor
How many cooks are there	Three
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly
b)	Winter Clothing(Jersey)	4	Yearly

c)	School Uniform	2	Yearly
d)	Under garments	2	Yearly
e)	Towel	1	Yearly
f)	Durry	1	Yearly
g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/Chappal	1	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	-	-

EDUCATION

Whether educational facilities are available for children		Yes	
Are any of the educational facilities available within the institution			
a)	Formal School on Premises	Yes	No
b)	Pre-school	-	-
c)	Primary	√	-
d)	Secondary	√	-
e)	Higher	-	-
f)	Non-formal classes	√	-
g)	Private coaching	-	-
h)	Bridge Course	-	-
i)	Any other: Clay Dance	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	63	27	36	-	-	Walk
c)	Secondary	52	16	36	-	-	Walk
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	48	46	2	-	-	Walk
f)	Any other	26	26	-	-	-	Walk

Whether the institution is providing any pocket money for out going students	Yes
If Yes, then how much per child month	50 /-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	N.A.

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	35	35	1 Year
b)	Beauty Culture	-	-	-	-
c)	Computer	5	3	8	6 Months
d)	Jute bags and ‘moti’ work	-	-	-	-

e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				N.A.	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		-	
b)	Outdoor games	√		-	
c)	Music	-		-	
d)	Television	√		-	
e)	Picnic	√		-	
f)	Outings	√		-	
g)	Cultural Programme	-		-	
h)	Yoga	-		-	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other: Clay Dance	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				8:0 a.m. to 8:00 p.m.	
What types of books provide for Children				Story, Newspapers, comic etc	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	

d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		No
What types of Co-operation and Co-ordination received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		No Response
Suggestion of CWC/Inspection Committee		Î Facility Sufficient for children, Record are properly maintained
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		No Response

DELHI/13/ NGO		
IDENTIFICATION		
Name of the Organization		Believers Church India
Address for Communication		M-4, Hauz-Khas, New Delhi
Telephone (with STD code)		011-26848565
Fax		011-26854891
Email ID		Info.delhi@bcasia.org
Website of Organization		www.gospelforasia.org
Type of Child Care Institution being run		Children Home and Shelter Home/ Drop-in-Centre
Whether run by		NGO
Name and contact of Chief Functionary		Bishop Simon John
Vision of NGO		To create an environment for holistic development of children on streets, making them aware of themselves with relation to the world and their problems
Mission of NGO		To cater to the needs of the children on the streets who are homeless, destitute and abused
Key Objectives		To help children to become aware of his/her own condition and to help them to come out of it
Major Activities		Focused Interventions, Capacity Building for Believers Church Children's Home, Promotion of Children's Participation, Advocacy and Lobbying
Target group/ Stakeholders		Children
Geographical location/area		Sec-8, Dwarka
LEGAL STATUS OF NGO		
Date and year of establishment		1st July, 2007
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		JJ Act,2000
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
01-06-2009	DWC/CWC/CH/35/2009	Delhi
Whether the organization is registered under FCRA		No
If Yes, FCRA No,		-
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	4	4
c)	10-15 years	-	10	10
d)	15-18 years	-	-	-

Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	1	1
b)	4-6 month	-	1	1
c)	6-12 month	-	1	1
d)	1-2 years	-	8	8
e)	2-3 years	-	1	1
f)	3-4 years	-	1	1
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Education, Food, Clothing, Vocational Training
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		Yes
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	2	13.5,13.3	-	-
c)	Sick room/ First Aid Room	-	-	-	-

d)	Kitchen	1	14.8	-	-
e)	Dinning Hall	1	27.3	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counseling & Guidance room	-	-	-	-
i)	Office rooms	1	13.2	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	1	8	-	-
l)	Separate Latrines for boys and girls	-	-	-	-
m)	Store room	1	10.5	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				-	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	1	B.D. B.A.	8,500	-
b)	Social Welfare Officer	-	1	B. Th	3,500	-
c)	Counselor	-	2	12^{th}	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	2	M.B.B.S.	-	-
f)	Paramedical Staff	-	2	B.Sc. Nursing	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	1	12^{th}	5,750	-
i)	Store-keeper cum Accountant	-	1	B.Com. B.C.A	7,500	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	-	1	-	4,500	-
n)	House Aunty/ Care Taker	-	4	12^{th}	4,500	-
o)	Security Guard	-	2	B.A.	5,000	-
p)	Helper	-	-	-	-	-

q)	Sweeper	-	-	-	-	-
r)	Any other : General Administration Health Instructor	 - -	 1 1	 P.D.C. Staff Nurse	 13,00-0	 -
	Total	-	19	-	-	-

CRITERIA FOR ADMISSION IN SHELTER HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	C.W.C Project BCCH
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Family Background and Personal Case.

Maintenance of Registers/Record Maintenance

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify) :	-

Minimum Standard of Care

MEDICAL CARE	
What are the health related services available for Children	Govt. and Private Hospital
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	Morning and Evening.
Frequency of Doctor's visit	Daily
Whether any trained Staff for first-aid	Yes
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	√
c) Any other:	-
How many children are suffering from communicable diseases and HIV/AIDS	No
Any specialized services are provided for them	-
If yes, Please provide in details	-
Whether ambulance facility is available for patients	Yes

Any other Facilities	-
NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Three
What types of special diet is provided for sick infant or children	As prescribed by Doctor
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly
b)	Winter Clothing(Jersey)	2	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	4	Yearly
e)	Towel	2	Yearly
f)	Durry	1	Yearly
g)	Blanket	2	Yearly
h)	Pillow	1	Yearly
i)	Shoes/Chappal	2	Yearly
j)	Tooth powder/paste	2	Monthly
k)	Soap	2	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

a)	Formal School on Premises	Yes	No
b)	Pre-school	-	√
c)	Primary	√	-
d)	Secondary	-	√
e)	Higher	-	√
f)	Non-formal classes	√	-
g)	Private coaching	-	√
h)	Bridge Course	-	√
i)	Any other: Clay Dance	-	√

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	9	9	-	Govt.	1 km	Walk
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-

e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	N.A.

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	9	-	9	1 Year
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-

Whether instructors are trained	No
If Yes, details of qualification	-
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	Yes
Difficulty (if any)	-

RECREATIONAL FACILITIES

Whether recreational facilities are available	Yes

If yes, what are the recreation facilities available for children in Institution

S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Weekly
b)	Outdoor games	√	Weekly
c)	Music	√	Daily
d)	Television	√	Weekly
e)	Picnic	√	Yearly
f)	Outings	√	Yearly
g)	Cultural Programme	√	Monthly

h)	Yoga	-	-
i)	Debates	√	Yearly
j)	Radio	-	-
k)	Any Other: Clay Dance	-	-
LIBRARY			
Whether library facilities are available or not			Yes
If Yes, Opening timing or day			Monday to Friday
What types of books provide for Children			General Knowledge, Planets Stories, Children Magazines etc
SANITATION AND HYGIENE			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S. No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		Yes
c)	Proper drainage System		Yes
d)	Arrangements for disposal of garbage		Yes
e)	Protection from mosquitoes		Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		Yes
h)	Sufficient space for washing		Yes
i)	Clean and fly-proof kitchen		Yes
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other Govt., NGOs etc			Yes
What types of Co-operation and Co-ordination received for homes			Transfer of Children
MONITORING AND EVALUATION			
Mechanism used by the Institution to monitor the activities of homes			-
Whether any specific evaluation of the Organization/Institution has been conducted in the past			No
If Yes, when and by whom			-
Whether CWC members visit your institution regularly			No
TRAINING NEEDS			
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff			No
If Yes, a) Number of Training Programmes organized			-
b) Details of Training Programmes			-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other			Yes

outside Organization/ Department/ Ministry	
If Yes, Please specify	-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	Î Don Bosco Ashalayam, Old Najafgarh Î Mamta Chaild Care Centre, C/O Children of the World Î Prayas Shelter, Home for Girls Î Udayan Care Î Antyodaya Niketan
Suggestion of CWC/Inspection Committee	Î Home need Washing Machine, Fire Extinguisher flies Repelled
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	Î Any Training Programme/ Workshops for the Staff

Gujarat

GJ/01/GO

Profile of Child Care Institution

Name of Child Care Institution	**Observation Home cum Children Home- Junagadh**
Contact Details	
a) Name of Superintendent/Secretary	Mr. A.K.Bhatt
b) Address	M.G.Road, Hathikhana, Junagadh
c) Phone	0285 2620157
d) Fax	-
e) Email	-
Type of Institution	**Children Home and Observation Home (Boys)**
Run by	State Government (Social and Justice Department of Gujarat)
Year of Establishment of the Home	01-04-1961
Supported by	State Government
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	100
b) Present Strength	24
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	Economical Condition of Children's families and their circumstances

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	2	2
c)	10-15 years	-	20	20
d)	15-18 years	-	2	2

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	0	0
b)	4-6 month	-	1	1
c)	6-12 month	-	9	9
d)	1-2 years	-	7	7
e)	2-3 years	-	3	3
f)	3-4 years	-	1	1
g)	4-5 years	-	0	0

h)	More than 5 Years	-	3	3

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Education, Diet, Health, Sports and Entertainment
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		No
Any other registration		Nil
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	√
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	6	-	25	24
b)	Classrooms	1	-	25	24
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	8	-	-	-
l)	Separate Latrines for boys and girls	8	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	

Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M.S.W.	5,000/-	31st Dec. 2009
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	1	1	M.A. (Psychology)	4,500/-	16th Sep. 2010
d)	Case Worker	1	1	M.S.W., M.A.	5,000/-	29th June 2010
e)	Doctor (Part time or Full time)	1	1	M.B.B.S.	5,00/-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	1	1	M.A.	28,634/	16th Jan.1995
i)	Store-keeper cum Accountant/ LDC	1	1	B.A.	4,500	9th April 2011
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	-	1,500	-
n)	House Aunty	1	1	B.A.	16,920	10th March 1995
o)	Security Guard	1	1	-	1,500/-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	1	1	-	1,500/-	-
r)	Any other	-	-	-	-	-
	Total	14	12	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES		
Whether the organization is following any criteria for admission of children in Homes		-
If Yes Please mention		-
Whether the organization maintains any specific Proforma for recording details of Information of every child		-
If Yes, what kind of information you have collected from children		-
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	-
d)	Medical file or medical report	√

e)	Nutrition diet file	√
f)	Stock Register	-
g)	Visitor's book	-
h)	Case file	√
i)	Inquiry report file	-
j)	Stock register	-
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	Yes
Does the home have a Medical Care Unit for health check-up of Children	No
If yes, Opening of day, time and duration of MCU	N.A.
Frequency of Doctor's visit	Once in a Weekly by Voluntary Medical Officer
Whether any trained Staff for first-aid	No
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	-
c) Any other	-
How many children are suffering from communicable diseases and HIV/AIDS	Nil
Any specialized services are provided for such children	No
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	-

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Four
What types of special diet is provided for sick infant or children	Fruits and Nutrition food as per advice of Doctor
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	Yearly
b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	1	Every three Months
e)	Towel	2	Yearly
f)	Durry	-	-
g)	Blanket	1	Yearly

h)	Pillow	1	Yearly
i)	Shoes/ Chappal	2	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	3	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	√	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	13	13	-	Govt.	1 km	-
c)	Secondary	11	11	-	Govt.	1 km	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A.
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	N.A.

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	24	-	24	1 Year
b)	Beauty Culture	-	-	-	-
c)	Computer	24	-	24	1 Year
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/	-	-	-	-

	mobile repairing				
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Weekly	
d)	Television	√		Daily	
e)	Picnic	√		Yearly	
f)	Outings	-		-	
g)	Cultural Programme	√		Monthly	
h)	Yoga	√		Daily	
i)	Debates	√		Weekly	
j)	Radio	-		-	
k)	Any Other (Please Specify)	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				11:00 a.m. to 6:10 p.m.	
What types of books provide for Children				Stories, Educational, Novel, General Knowledge etc	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			Yes	
e)	Protection from mosquitoes			Yes	
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)			Yes	
g)	Sufficient number of bathrooms			Yes	

	(at least one bathroom for ten children)	
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		-
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		Yes
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		N.A.
b) Details of Training Programmes		N.A.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Various enactments and Government Scheme for Probation Officer by Social Justice & Empowerment Department of Gujarat State
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

GJ/02/GO

Profile of Child Care Institution

Name of Child Care Institution	**Observation Home cum Children Home- Palanapur**
Contact Details	
a) Name of Superintendent/Secretary	Mr. M.K.Joshi
b) Address	Staff quarters of observation home, Hanuman tekari, Palanpur, Dist: Banashkantha
c) Phone	02742-253795
d) Fax	-
e) Email	-
Type of Institution	**Observation cum Children Home (Boys)**
Run by	State Government
Year of Establishment of the Home	1963
Supported by	State Government
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	30
b) Present Strength	10
Number of Children lodged in the home having families residing in the same State/UT	Nil
Reasons for staying in the home in case of children having families (provide details)	Nil

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	2	2
c)	10-15 years	-	8	8
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	2	2
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	8	8
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of “Children with special needs” in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	Food, Clothing, Bedding, Education Facilities, Restoration and Rehabilititation
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	No
Any other registration	Nil
Whether the Institution is certified as Fit Institution by	No
a) Juvenile Justice Board	·
b) Child Welfare Committee	·
If Yes, Please Specify the Facilities provided	-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	1	3000	-	-
b)	Classrooms	1	600	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	250	-	-
e)	Dinning Hall	1	800	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	1	-	-	-
i)	Office rooms	1	400	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	7	175	-	-
l)	Separate Latrines for boys and girls	7	175	-	-
m)	Store room	1	300	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	1750
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M.A., B. Ed.	5,000	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	1	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	1	1	M.B.B.S	500	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	2	1	-	3,500	-
i)	Store-keeper cum Accountant/ LDC	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	5th	15,000	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	3	3	H.S.C.	3,500	-
p)	Helper	-	-	-	-	-
q)	Sweeper	1	1	5th	10 rs. Per hour	-
r)	Any other	-	-	-	-	-
	Total	11	9	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES		
Whether the organization is following any criteria for admission of children in Homes		No
If Yes Please mention		-
Whether the organization maintains any specific Proforma for recording details of Information of every child		Yes
If Yes, what kind of information you have collected from children		Home have maintained personal file of children
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√

g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		Visiting medical officer have taken visited every Tuesday and checked every child of home
Does the home have a Medical Care Unit for health check-up of Children		No
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		Weekly
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		No one
Any specialized services are provided for such children		No
If yes, Please provide in details		-
Whether ambulance facility is available for patients		-
Any other Facilities		-
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Two
What types of special diet is provided for sick infant or children		As per visiting medical officer suggestion
How many cooks are there		One
Whether children are helping at the time of cooking in any way		No
Whether any Nutrition and Child Development Officer is there		No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	4	Yearly
b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	3	Yearly
d)	Under garments	5	Yearly
e)	Towel	2	Yearly
f)	Durry	1	Every two year
g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/ Chappal	1	Yearly

j)	Tooth powder/paste	100 gm	Monthly
k)	Soap	1	Monthly
l)	Oil	60 gm	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	9	9	-	Govt.	100 m	By run
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A.
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	N.A.

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-

j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				Yes	
Difficulty (if any)				No	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	-		-	
d)	Television	√		Daily	
e)	Picnic	√		Four Month	
f)	Outings	-		-	
g)	Cultural Programme	√		Every Festival	
h)	Yoga	√		Daily	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other (Please Specify)	-		-	
LIBRARY					
Whether library facilities are available or not				No	
If Yes, Opening timing or day				-	
What types of books provide for Children				-	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			Yes	
e)	Protection from mosquitoes			Yes	
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)			Yes	
g)	Sufficient number of bathrooms (at least one bathroom for ten children)			Yes	
h)	Sufficient space for washing			Yes	
i)	Clean and fly-proof kitchen			Yes	

CO-ORDINATION AND COLLABORATION	
Whether the Organization/Institution is Networking with other Govt., NGOs etc	No
What type of Co-operation and Co-ordination has been received for homes	-
MONITORING AND EVALUATION	
Mechanism used by the Institution to monitor the activities of homes	-
Whether any specific evaluation of the Organization/Institution has been conducted in the past	No
If Yes, when and by whom	-
Whether CWC members visit your institution regularly	Yes
TRAINING NEEDS	
Whether the Institution has organized any training programme regarding JJ Act for its Staff	No
If Yes, a) Number of Training Programmes organized	N.A.
b) Details of Training Programmes	N.A.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry	Yes
If Yes, Please specify	-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	-
Suggestion of CWC/Inspection Committee	CWC suggested that when any child admit with need care and protection home should inform committee immegetali and try to restoration for child
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	-

GJ/03/GO

Profile of Child Care Institution

Name of Child Care Institution	**Observation Home cum Children Home- Mehsana**
Contact Details	
a) Name of Superintendent/Secretary	Shri Hitesh R.Patel
b) Address	Opp. Jay bharat Society, Radhapura Chara Rasta, Mehsana-384002
c) Phone	02762-253298
d) Fax	-
e) Email	-
Type of Institution	**Observation cum Children Home (Boys)**
Run by	State Govt. (Social Defense Department, Gujarat)
Year of Establishment of the Home	1962
Supported by	State Government
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	25
b) Present Strength	3
Number of Children lodged in the home having families residing in the same State/UT	2
Reasons for staying in the home in case of children having families (provide details)	They have not given bail from JJB

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	-	1	1
d)	15-18 years	-	2	2

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	3	3
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-

f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	N.A.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	No
Any other registration	No
Whether the Institution is certified as Fit Institution by	No
a) Juvenile Justice Board	√
b) Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	Food, Residence, Clothing, Bedding, Education, Training, Rehabilitation

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	2	207	-	-
b)	Classrooms	1	207	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	182	-	-
e)	Dinning Hall	1	207	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	207	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	3	48	-	-
l)	Separate Latrines for boys and girls	2	32	-	-

m)	Store room	1	207	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				20392.034 Sq. Ft	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	B.Com	5,000	31/12/2009
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant/ LDC	-	-	-	-	-
j)	Music Teacher/Craft Teacher	2	1	T.C.W.C.G.	18,280	14/7/2008
k)	Sports/ Yoga Teacher	1	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	1	1	7^{th}	15,00	1/2/2009
n)	House Aunty	-	-	-	-	-
o)	Security Guard	3	2	4^{th}, 10^{th}	8,580/- & 3,500/-	28/1/2009 3/3/2010
p)	Helper	-	-	-	-	-
q)	Sweeper	1	-	-	-	-
r)	Any other	1	-	-	-	-
	Total	10	5	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Round up, Advertisement in daily newspaper, communication with other govt. department
Whether the organization maintains any specific Proforma for recording details of Information of every child	No

If Yes, what kind of information you have collected from children		Nil
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-
Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		First Aid Kit
Does the home have a Medical Care Unit for health check-up of Children		No
If yes, Opening of day, time and duration of MCU		Nil
Frequency of Doctor's visit		Nil
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for such children		Yes
If yes, Please provide in details		Medical checkup in every three months
Whether ambulance facility is available for patients		No
Any other Facilities		Use Government 108 service for sick children
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Four
What types of special diet is provided for sick infant or children		As per advice of doctor
How many cooks are there		One
Whether children are helping at the time of cooking in any way		No
Whether any Nutrition and Child Development Officer is there		No
CLOTHING AND BEDDING		

How many sets of clothes, bedding and other articles are given to children			
S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	Per 2 year
b)	Winter Clothing(Jersey)	1	Per 2 year
c)	School Uniform	2	Per 2 year
d)	Under garments	2	Per year
e)	Towel	2	Per year
f)	Durry	2	Per year
g)	Blanket	1	Per 2 year
h)	Pillow	2	Per 5 year
i)	Shoes/ Chappal	1	Per year
j)	Tooth powder/paste	50 gm	Monthly
k)	Soap	1	Monthly
l)	Oil	60 gm	Monthly
m)	Utensils (Plate and Glass)	1	Per 2 year

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution			
S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	√
b)	Primary	-	√
c)	Secondary	-	√
d)	Higher	-	√
e)	Non-formal classes	√	-
f)	Private coaching	-	√
g)	Bridge Course	-	√
h)	Any other	-	√

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	Nil
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	Nil

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children					Yes
If Yes, then provide the details of the vocational training offered to children in the following format					
S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	3	-	3	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				T.C.W.C.G.	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				Yes	
Difficulty (if any)				No	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Daily	
d)	Television	√		Daily	
e)	Picnic	√		Yearly	
f)	Outings	√		Monthly	
g)	Cultural Programme	-		-	
h)	Yoga	√		Weekly	
i)	Debates	√		Weekly	
j)	Radio	-		-	
k)	Any Other (Please Specify)	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				2:30 p.m. to 3:00 p.m.	
What types of books provide for Children				Social, Spiritual Books,	

		Educational & Story Books
SANITATION AND HYGIENE		
Whether Sanitation and Hygiene is maintained in the home through following facilities		
S. No.	Details of Sanitation and Hygiene	Yes/No
a)	Sufficient treated and filtered drinking water	Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		SSK (Serve Shiksha Abhiyan), for education, ITI for short term course, District legal service authority for free legal service
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		CWC, JJB, District Social Defense Officer, High Court of Gujarat and Directorate of Social Defense Department
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		District Court
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		No
If Yes, a) Number of Training Programmes organized		N.A.
b) Details of Training Programmes		N.A.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Ą Superintendent Participate in State Level Judicial Colloquium on Juvenile Justice Act, on October 23rd & 24th, 2011 making

	Justice and Protection a reality for Children in Gujarat Ą Superintendent Participate in training programme on JJ Act, organized by Directorate of Social Defense Department
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	ĄSSK (Serve Shiksha Abhiyan), ITI, District legal service authority, Civil Hospital
Suggestion of CWC/Inspection Committee	ĄAdvertising in newspaper & communicate with other department for admission of children
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	ĄCounseling Method for different type of children, Different training courses for children

GJ/04/GO				
Profile of Child Care Institution				
Name of Child Care Institution				**Juvenile Home For Boys Bharuch**
Contact Details				
a) Name of Superintendent/Secretary				Sh. V.B. Chhatrivala
b) Address				Juvenile Home For Boys Kukarvada Road, Bharuch, Gujarat
c) Phone				(02642) 223669
d) Fax				-
e) Email				-
Type of Institution				**Children Home (Boys)**
Run by				State Govt. (Social Justice & Empowerment Department, Govt. of Gujarat)
Year of Establishment of the Home				2nd January 1957
Supported by				State Government
Whether registered under 34(3) of JJ Act with the State Government				**Yes**
Number of inmates				
a) Capacity				150
b) Present Strength				82
Number of Children lodged in the home having families residing in the same State/UT				-
Reasons for staying in the home in case of children having families (provide details)				Orphan, Parentless etc
Age breakup of children				
S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	-	39	39
d)	15-18 years	-	43	43
Details of Stay of Children in the home				
S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	17	17
e)	2-3 years	-	18	18

f)	3-4 years	-	12	12
g)	4-5 years	-	29	29
h)	More than 5 Years	-	6	6

Number of "Children with special needs" in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify) Care and Protection	-	82	82

What are the facilities and support services provided for the children staying in Home	As Under JJ Act 2006 & Govt. Rules for Children's necessity Bellow mention
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	No
Any other registration	State Govt. Institution
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	√
b) Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	2	-	-	-
b)	Classrooms	2	-	-	-
c)	Sick room/ First Aid Room	1	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	1	-	-	-
h)	Counselling & Guidance room	1	-	-	-
i)	Office rooms	2	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	10	-	-	-
l)	Separate Latrines for boys and girls	10	-	-	-

m)	Store room	1	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				21651 Sq. Ft	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	B.Com	9,300 - 34,800	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	1	-	-	-
d)	Case Worker	1	1	B.A.	5,000	-
e)	Doctor (Part time or Full time)	1	1	M.D.	-	-
f)	Paramedical Staff	1	1	Nursing	-	-
g)	Educator	3	1	P.T.C.	9,300 - 34,800	-
h)	Vocational Instructor	1	1	M.A. B.Ed.	3,500	-
i)	Store-keeper cum Accountant/ LDC	-	1	-	-	-
j)	Music Teacher/Craft Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	1	1	B.A.	2,500	-
m)	Cook	2	2	10^{th}	4,400-7,400	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	4	4	-	4,400-7,400	-
p)	Helper	-	-	-	-	-
q)	Sweeper	2	1	10^{th}	4,400-7,400	-
r)	Any other : Clerk Watchman	1 2	1 2	10^{th} 10^{th}	9,300 – 4,400 4,400-7,400	-
	Total	21	18	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes

If Yes Please mention		Under of Juvenile Justice Act 2006 and Rules
Whether the organization maintains any specific Proforma for recording details of Information of every child		Yes
If Yes, what kind of information you have collected from children		As per JJ Act
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care	
MEDICAL CARE	
What are the health related services available for Children	Part time Doctor and full time Nurse are available here
Does the home have a Medical Care Unit for health check-up of Children	Yes
If yes, Opening of day, time and duration of MCU	As per requirement and 9:00 a.m. to 4:00 p.m. regularly
Frequency of Doctor's visit	Twice in a weekly
Whether any trained Staff for first-aid	Yes
Referral of Cases	
a) Govt. Hospital	√
b) Dispensary	√
c) Any other	√
How many children are suffering from communicable diseases and HIV/AIDS	Nil
Any specialized services are provided for such children	No
If yes, Please provide in details	-
Whether ambulance facility is available for patients	No
Any other Facilities	Institutions have a city ride bus of 16 seated and 108 ambulance service 24 * 7 free of charge
NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two

What types of special diet is provided for sick infant or children	As per advice of doctor
How many cooks are there	Two
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	Yes

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	4	Yearly
b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	4	Yearly
e)	Towel	2	Yearly
f)	Durry	1	2 Years
g)	Blanket	1	4 Years
h)	Pillow	1	10 Years
i)	Shoes/ Chappal	2	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	√	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	√	-
e)	Non-formal classes	√	-
f)	Private coaching	√	-
g)	Bridge Course	√	-
h)	Any other: Computer Training	√	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	26	26	-	Private	3 km	By Bus
c)	Secondary	38	38	-	Private	3 km	By Bus
d)	Higher	13	13	-	Private	3 km	By Bus
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A.
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	N.A.

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children					Yes
If Yes, then provide the details of the vocational training offered to children in the following format					
S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	13	-	13	Informal
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other: Agriculture	82	-	82	-

Whether instructors are trained	Yes
If Yes, details of qualification	B.A. M.A. B. Ed. With Computer Operator cum Programming Assistant
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	Yes
Difficulty (if any)	No

RECREATIONAL FACILITIES

Whether recreational facilities are available	Yes

If yes, what are the recreation facilities available for children in Institution

S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	-
b)	Outdoor games	√	-
c)	Music	√	-
d)	Television	√	-
e)	Picnic	√	Yearly
f)	Outings	-	-
g)	Cultural Programme	-	-

h)	Yoga	√	Daily
i)	Debates	-	-
j)	Radio	-	-
k)	Any Other (Please Specify)	-	-
LIBRARY			
Whether library facilities are available or not			Yes
If Yes, Opening timing or day			8:00 a.m. to 4:00 p.m.
What types of books provide for Children			Social, Spiritual Books, As per children neccesity
SANITATION AND HYGIENE			
Whether Sanitation and Hygiene is maintained in the home through following facilities			
S. No.	Details of Sanitation and Hygiene		Yes/No
a)	Sufficient treated and filtered drinking water		Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises		Yes
c)	Proper drainage System		Yes
d)	Arrangements for disposal of garbage		Yes
e)	Protection from mosquitoes		Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)		Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)		Yes
h)	Sufficient space for washing		Yes
i)	Clean and fly-proof kitchen		Yes
CO-ORDINATION AND COLLABORATION			
Whether the Organization/Institution is Networking with other Govt., NGOs etc			Yes
What type of Co-operation and Co-ordination has been received for homes			As per Children and Institute requirement
MONITORING AND EVALUATION			
Mechanism used by the Institution to monitor the activities of homes			Yes
Whether any specific evaluation of the Organization/Institution has been conducted in the past			Yes
If Yes, when and by whom			By Director of Social Defense Department, Gujarat, Gandhinagar and Other Local Officer and honorable Court
Whether CWC members visit your institution regularly			Yes
TRAINING NEEDS			
Whether the Institution has organized any training programme regarding JJ Act for its Staff			-
If Yes, a) Number of Training Programmes organized			-

b) Details of Training Programmes	-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry	Yes
If Yes, Please specify	Ą Social Justice and Empowerment of Government of India organizes of training programme for superintendent and other staff
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	Ą Narmada Channel, Nisharg Group and Other NGO
Suggestion of CWC/Inspection Committee	No Response
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	No Response

GJ/05/GO

Profile of Child Care Institution

Name of Child Care Institution	**Observation Home and Children Home, Himmatnagar**
Contact Details	
a) Name of Superintendent/Secretary	Sh Jagadish Kumar Prabhubhai Patel
b) Address	Observation Home and Children Home, Mehtapura, Parbada Road, Himatnagar, Sabarkantha, Gujarat
c) Phone	02772 222195
d) Fax	-
e) Email	-
Type of Institution	**Observation Home and Children Home (Boys)**
Run by	State Govt. (Social Justice & Empowerment Department, Govt. of Gujarat)
Year of Establishment of the Home	18th November, 1964
Supported by	State Government
Whether registered under 34(3) of JJ Act with the State Government	**Under Process**
Number of inmates	
a) Capacity	35
b) Present Strength	12
Number of Children lodged in the home having families residing in the same State/UT	12
Reasons for staying in the home in case of children having families (provide details)	Children in need of care and protection, single parents, trafficking.

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	3	3
c)	10-15 years	-	9	9
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	1	1

b)	4-6 month	-	1	1
c)	6-12 month	-	0	0
d)	1-2 years	-	6	6
e)	2-3 years	-	1	1
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	3	3

Number of "Children with special needs" in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify) Care and Protection	-	-	-

What are the facilities and support services provided for the children staying in Home	Education, Library, Games etc
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	No
Any other registration	Juvenile Justice Act 2000 State Government of Gujarat
Whether the Institution is certified as Fit Institution by	Yes
a) Juvenile Justice Board	√
b) Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	Recreational facilities, cultural programme etc

INFRASTRUCTURE

Infrastructure available

a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	2	20.6 * 34.6	-	-
b)	Classrooms	1	16.10 * 16.10	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	12 * 17	-	-
e)	Dinning Hall	1	25 * 25	-	-
f)	Recreation room	-	-	-	-
g)	Library	1	20 * 16	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	12 * 16	-	-

j)	Workshops	1	16 * 16	-	-
k)	Separate Bathrooms for boys and girls	4	-	-	-
l)	Separate Latrines for boys and girls	3	-	-	-
m)	Store room	1	12 * 5.3	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				1 Acre	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M.A. Psychology	5,000	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	1	1	M.D.	500 Part time	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	1	-	-	-
h)	Vocational Instructor	2	2	I.T.I	-	-
i)	Store-keeper cum Accountant/ LDC	-	-	-	-	-
j)	Music Teacher/Craft Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	-	-	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	2	3	S.S.C.	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	1	1	-	-	-
r)	Any other :	-	-	-	-	-
	Total	7	11	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	-
Whether the organization maintains any specific Proforma for	Yes

recording details of Information of every child		
If Yes, what kind of information you have collected from children		Family Details, Property owned, Educational details, employment family details and child habit detail
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-
Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		Weekly Health Check-up of children
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		Weekly
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for such children		Yes
If yes, Please provide in details		First Aid Kit, Stock of Emergency Medicine and Doctor medical equipment for minor health problem
Whether ambulance facility is available for patients		No
Any other Facilities		-
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Three
What types of special diet is provided for sick infant or children		As per advice of doctor

How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	-

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	2	Yearly
c)	School Uniform	1	Yearly
d)	Under garments	2	Yearly
e)	Towel	2	Yearly
f)	Durry	-	-
g)	Blanket	1	Yearly
h)	Pillow	-	-
i)	Shoes/ Chappal	2	Yearly
j)	Tooth powder/paste	2	Yearly
k)	Soap	-	-
l)	Oil	-	-
m)	Utensils (Plate and Glass)	-	-

EDUCATION

Whether educational facilities are available for children	No

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	√
b)	Primary	-	√
c)	Secondary	-	√
d)	Higher	-	√
e)	Non-formal classes	√	-
f)	Private coaching	-	√
g)	Bridge Course	-	√
h)	Any other:	-	√

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	10	10	-	Govt.	1 km	-
c)	Secondary	2	2	-	Govt.	1 km	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A.

Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	N.A.

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children					Yes
If Yes, then provide the details of the vocational training offered to children in the following format					
S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	12	-	12	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other: Agriculture	82	-	82	-

Whether instructors are trained	Yes
If Yes, details of qualification	I.T.I.
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	Yes
Difficulty (if any)	-

RECREATIONAL FACILITIES

Whether recreational facilities are available	Yes

If yes, what are the recreation facilities available for children in Institution

S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily
b)	Outdoor games	√	Daily
c)	Music	√	Daily
d)	Television	√	Daily
e)	Picnic	√	Yearly
f)	Outings	-	-
g)	Cultural Programme	√	Yearly
h)	Yoga	√	Daily
i)	Debates	-	-
j)	Radio	-	-
k)	Any Other (Please Specify)	-	-

LIBRARY		
Whether library facilities are available or not		Yes
If Yes, Opening timing or day		Morning
What types of books provide for Children		Noval, Drama, Newspaper, Act books etc
SANITATION AND HYGIENE		
Whether Sanitation and Hygiene is maintained in the home through following facilities		
S. No.	Details of Sanitation and Hygiene	Yes/No
a)	Sufficient treated and filtered drinking water	Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		CWC, JJB, District Social Defense Officer, monitor the activities of in homes
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		The home honorable Mr. Justice Jayant Patel had paid inspection visit on 24th October,2009 at Observation Home
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		Yes
If Yes, a) Number of Training Programmes organized		1
b) Details of Training Programmes		Orientation Workshops on various enactments and government schemes for superintendent and probation

	officers.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry	Yes
If Yes, Please specify	Ą JJB ĄCWC
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities	No Response
Suggestion of CWC/Inspection Committee	The management committee shall set-up a complaint and redress mechanism, children suggestion book shall be maintained, checked every month, all suggestions received through the suggestion book and box of the decisions of comittee
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities	No Response

GJ/01/ NGO		
IDENTIFICATION		
Name of the Organization		Bhulka Ghar Play House
Address for Communication		Shree Ram Society No.2, Near Gujarat Housing Board, Palitana
Telephone (with STD code)		9374089570
Fax		-
Email ID		-
Website of Organization		-
Type of Child Care Institution being run		Special Home
Whether run by		NGO
Name and contact of Chief Functionary		-
Vision of NGO		Child development
Mission of NGO		-
Key Objectives		-
Major Activities		Singing-Playing
Target group/ Stakeholders		Children
Geographical location/area		-
LEGAL STATUS OF NGO		
Date and year of establishment		March 2007
Whether Registered or not		No
If Yes, details of registered under which Act the Organization is registered		-
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
-	-	-
Whether the organization is registered under FCRA		No
If Yes, FCRA No,		-
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		No
Number of Governing Body Members		Nil
Physical Assets of the Organization		-
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		4
Total No. of Professional Staff a) Male b) Female		 0 4
Total number of a) Full Time b) Part time Staff		 - -
FINANCIAL MANAGEMENT		

Annual Budget of Organization for last three years					
2009-10		2008-09		2007-08	
-		-		-	
Sources of Funding of the NGO (Cash/kind/other)					
Community Support	State Govt.	National	International	Donation	Any Other (Please specify)
-	-	-	-		-

DOCUMENTATION	
Which of the following documents/communication material are maintained at the organizational level	-
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Bhulka Ghar Play Home
Contact Details	
a) Name of Superintendent/Secretary	Ms. Nandaben. M
b) Address	Ram Society-2, Near Gujarat Housing Board, Palitana, Dist. Bhavanagar
c) Phone	09374089570
d) Fax	-
e) Email	-
Type of Institution	**Special Home (Both Boys and Girls)**
Run by	-
Year of Establishment of the Home	March 2007
Supported by	-
Whether registered under 34(3) of JJ Act with the State Government	**No**
Number of inmates	
a) Capacity	100
b) Present Strength	76
Number of Children lodged in the home having families residing in the same State/UT	Nil
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	29	47	76
b)	5-10 years	-	-	-
c)	10-15 years	-	-	-
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-

b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of "Children with special needs" in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	1	1	2
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	Nil
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	No
Any other registration	Nil
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	-
If Yes, Please Specify the Facilities provided	-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	1	15 * 13	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	-	-	-	-
e)	Dinning Hall	-	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counseling & Guidance room	-	-	-	-
i)	Office rooms	-	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	-	-	-	-
l)	Separate Latrines for boys	-	-	-	-

	and girls				
m)	Store room	-	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	20 * 80
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	-	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	-	-	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other (Please Specify)	-	-	-	-	-
	Total	-	-	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	-
Whether the organization maintains any specific Proforma for recording details of Information of every child	No
If Yes, what kind of information you have collected from children	-
Maintenance of Registers/Record Maintenance	

S. No.	Details of Register	Please Tick
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	-
d)	Medical file or medical report	-
e)	Nutrition diet file	-
f)	Stock Register	-
g)	Visitor's book	-
h)	Case file	-
i)	Inquiry report file	-
j)	Stock register	-
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		No
If yes, Opening of day, time and duration of MCU		N.A.
Frequency of Doctor's visit		-
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	-
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for them		No
If yes, Please provide in details		-
Whether ambulance facility is available for patients		No
Any other Facilities		-

NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	-
How many cooks are there	One
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	-	-

c)	School Uniform	-	-
d)	Under garments	-	-
e)	Towel	-	-
f)	Durry	-	-
g)	Blanket	-	-
h)	Pillow	-	-
i)	Shoes/Chappal	-	-
j)	Tooth powder/paste	-	-
k)	Soap	-	-
l)	Oil	-	-
m)	Utensils (Plate and Glass)	-	-

EDUCATION

Whether educational facilities are available for children	No

Are any of the educational facilities available within the institution

	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	-
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-

e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				No	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Daily	
d)	Television	√		Daily	
e)	Picnic	√		Daily	
f)	Outings	√		Daily	
g)	Cultural Programme	√		Daily	
h)	Yoga	√		Daily	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Daily, 10:30 a.m.	
What types of books provide for Children				-	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	

d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		No
What types of Co-operation and Co-ordination received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		No Response
Suggestion of CWC/Inspection Committee		No Response
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		No Response

GJ/02/ NGO		
IDENTIFICATION		
Name of the Organization		Mahipatram Rupram Ashram
Address for Communication		O/S, Raipur Gate, A'BO-22
Telephone (with STD code)		079-25454007
Fax		079-25453761
Email ID		mrashram@yahoo.com
Website of Organization		No
Type of Child Care Institution being run		Children Home and Orphanage
Whether run by		NGO
Name and contact of Chief Functionary		Shri Vijay Pandit
Vision of NGO		-
Mission of NGO		-
Key Objectives		To provide facilities to the helpless, blind, lame and handicapped children, subject to the accommodation and finance available with the ashram
Major Activities		Ą Training in Arts & Crafts Ą Health Related Activities Ą Academic Activities Ą Cultural Activities
Target group/ Stakeholders		Women and Children
Geographical location/area		O/S Raipur Gate, Ahmadabad
LEGAL STATUS OF NGO		
Date and year of establishment		17th December, 1892
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		-
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
7th May, 1953	F/45	Ahmadabad
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		10020200000491
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
Number of Governing Body Members		11
Physical Assets of the Organization		-
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		22
Total No. of Professional Staff a) Male		10

b) Female	12
Total number of a) Full Time b) Part time Staff	 17 5

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years

2009-10	2008-09	2007-08
31,00,000	28,00,000	27,00,000

Sources of Funding of the NGO (Cash/kind/other)

Community Support	State Govt.	National	International	Donation	Any Other (Please specify)
√	√	-	-	√	-

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Annual Report, Brochure, Pamplet and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	-
Contact Details	
a) Name of Superintendent/Secretary	-
b) Address	-
c) Phone	-
d) Fax	-
e) Email	-
Type of Institution	-
Run by	-
Year of Establishment of the Home	-
Supported by	-
Whether registered under 34(3) of JJ Act with the State Government	-
Number of inmates	
a) Capacity	-
b) Present Strength	-
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	-	-	-
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of “Children with special needs” in the home				
S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		-
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	-
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	-	-	-	-
e)	Dinning Hall	-	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counseling & Guidance room	-	-	-	-
i)	Office rooms	-	-	-	-
j)	Workshops	-	-	-	-

k)	Separate Bathrooms for boys and girls	-	-	-	-
l)	Separate Latrines for boys and girls	-	-	-	-
m)	Store room	-	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	-
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	-

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	-	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	-	-	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other (Please Specify)	-	-	-	-	-
	Total	-	-	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	-
If Yes Please mention	-
Whether the organization maintains any specific Proforma for recording details of Information of every child	-

If Yes, what kind of information you have collected from children		-
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please Tick
a)	Admission and discharge register	-
b)	Individual Care Plan	-
c)	Supervision register	-
d)	Medical file or medical report	-
e)	Nutrition diet file	-
f)	Stock Register	-
g)	Visitor's book	-
h)	Case file	-
i)	Inquiry report file	-
j)	Stock register	-
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		-
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		-
Whether any trained Staff for first-aid		-
Referral of Cases		
a)	Govt. Hospital	-
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		-
Any specialized services are provided for them		-
If yes, Please provide in details		-
Whether ambulance facility is available for patients		-
Any other Facilities		-
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Four
What types of special diet is provided for sick infant or children		As per doctor advice
How many cooks are there		Three
Whether children are helping at the time of cooking in any way		Yes (Above 15 years of age)
Whether any Nutrition and Child Development Officer is there		Yes
CLOTHING AND BEDDING		
How many sets of clothes, bedding and other articles are given to children		

S. No.	Item	Number	Frequency (Month/Year)

a)	Summer Clothing	4	Twice in a Year
b)	Winter Clothing(Jersey)	2	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	3	Yearly
e)	Towel	1	Yearly
f)	Durry	1	Yearly
g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/Chappal	1	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

	Formal School on Premises	Yes	No
a)	Pre-school	√	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	√	-
e)	Non-formal classes	√	-
f)	Private coaching	√	-
g)	Bridge Course	√	-
h)	Any other: Ą UG & PG	√	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	8	6	2	-	-	-
b)	Primary	8	8	-	-	-	-
c)	Secondary	1	1	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	20	20	-
b)	Beauty Culture	-	5	5	-

c)	Computer	-	35	35	-
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	35	35	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				As per requirement	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	-		-	
c)	Music	√		Daily	
d)	Television	√		Daily	
e)	Picnic	√		Yearly	
f)	Outings	√		Thrice in a year	
g)	Cultural Programme	√		Twice in a year	
h)	Yoga	√		In Period	
i)	Debates	√		In Period	
j)	Radio	√		During morning prayer	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Daily, 7:00 a.m. to 5:30 p.m.	
What types of books provide for Children				As per need	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes,			Yes	

	maintenance & cleanliness of the premises	
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		No
What types of Co-operation and Co-ordination received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		Staff has been appointed for it
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Training Programme by CARA at New Delhi
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		No Response
Suggestion of CWC/Inspection Committee		Č Satisfied with the facilities
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		No Response

GJ/03/ NGO		
IDENTIFICATION		
Name of the Organization		District Probation & After Care Association run by Observation Home Bhuruch
Address for Communication		Kuli Tuluwudi Civil lines. Opposite Multiwatur Public School CBSE Bhuruch
Telephone (with STD code)		02642-223054
Fax		-
Email ID		-
Website of Organization		-
Type of Child Care Institution being run		Children Home, Shelter Home and Observation Home
Whether run by		NGO
Name and contact of Chief Functionary		-
Vision of NGO		Aplimution of JJ Act
Mission of NGO		-
Key Objectives		-
Major Activities		Educational Programme
Target group/ Stakeholders		Children
Geographical location/area		-
LEGAL STATUS OF NGO		
Date and year of establishment		March, 1946
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Bombay Public Trust Act 1950
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
13-4-1954	E-487	Bhuruch
Whether the organization is registered under FCRA		No
If Yes, FCRA No,		N.A.
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
Number of Governing Body Members		-
Physical Assets of the Organization		Rented Building
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		7
Total No. of Professional Staff a) Male b) Female		 7 -
Total number of a) Full Time		 5

b) Part time Staff	2

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years (In Lakhs)

2009-10	2008-09	2007-08
33	24	15

Sources of Funding of the NGO (Cash/kind/other)

Community Support	State Govt.	National	International	Donation	Any Other (Please specify)
√	√	-	-	√	-

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Annual Report and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	District Probation & After Care Association run by Observation Home Bhuruch
Contact Details	
a) Name of Superintendent/Secretary	Bhurut. B.Thukker
b) Address	Kuli Tuluwudi Civil lines. Opposite Multiwatur Public School CBSE Bhuruch
c) Phone	02642-223054
d) Fax	02642-261548
e) Email	-
Type of Institution	Children Home, Shelter Home and Observation Home
Run by	NGO (District Probation & After Care Association, Govt. of Gujarat)
Year of Establishment of the Home	March 1946
Supported by	State Govt.
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	100
b) Present Strength	118
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

Sino.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	15	15
c)	10-15 years	-	82+2	84

d)	15-18 years	-	16+3	19

Details of Stay of Children in the home				
Sino.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	3	3
b)	4-6 month	-	2	2
c)	6-12 month	-	16	16
d)	1-2 years	-	30	30
e)	2-3 years	-	54	54
f)	3-4 years	-	9	9
g)	4-5 years	-	4	4
h)	More than 5 Years	-	-	-

Number of “Children with special needs” in the home				
Sino.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		All facilities given as per JJ Act-2000
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		Yes
Any other registration		-
Whether the Institution is certified as Fit Institution by		
a)	Juvenile Justice Board	√
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		All facilities given as per JJ Act-2000

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	1	259	100	120
b)	Classrooms	1	12 * 12	-	-
c)	Sick room/ First Aid Room	1	10 * 10	-	-
d)	Kitchen	1	12 * 15	-	-
e)	Dining Hall	1	40 * 20	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counseling & Guidance room	-	-	-	-
i)	Office rooms	1	10 * 10	-	-

j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	4	4 * 4	-	-
l)	Separate Latrines for boys and girls	2	4 * 4	-	-
m)	Store room	1	12 * 15	-	-
n)	Play Ground	1	320	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	3888.97 Sq.m.
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorary-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	B.Com.	6,000	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	1	1	M.A.	5,000	-
e)	Doctor (Part time or Full time)	1	1	M.B.B.S.	5,00	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	2	1	P.T.C.	2,500	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	B.A.	2,500	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	2	1	9^{th}	3,500	-
n)	House Aunty	-	-	-	3,500	-
o)	Security Guard	4	2	10^{th}	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other (Please Specify)	-	-	-	-	-
	Total	12	8	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	-
Whether the organization maintains any specific Performa for recording details of Information of every child	Yes

If Yes, what kind of information you have collected from children		-
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please Tick
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		Medical Facilities in Civil Hospital Bhuruch
Does the home have a Medical Care Unit for health check-up of Children		No
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		Weekly
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		-
Any specialized services are provided for them		-
If yes, Please provide in details		-
Whether ambulance facility is available for patients		No
Any other Facilities		-
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Two
What types of special diet is provided for sick infant or children		As per doctor advice
How many cooks are there		Two
Whether children are helping at the time of cooking in any way		Yes
Whether any Nutrition and Child Development Officer is there		No
CLOTHING AND BEDDING		
How many sets of clothes, bedding and other articles are given to children		

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	1	-

b)	Winter Clothing(Jersey)	1	-
c)	School Uniform	2	-
d)	Under garments	-	-
e)	Towel	1	-
f)	Derry	-	-
g)	Blanket	1	-
h)	Pillow	1	-
i)	Shoes/Chappal	2	-
j)	Tooth powder/paste	-	-
k)	Soap	-	-
l)	Oil	-	-
m)	Utensils (Plate and Glass)	-	-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	-	√
e)	Non-formal classes	-	√
f)	Private coaching	√	-
g)	Bridge Course	-	√
h)	Any other: Ą UG & PG	-	√

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	13	13	-	Govt.	-	-
c)	Secondary	100	100	-	Private	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	5	5	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-

e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				No	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		-	
b)	Outdoor games	√		-	
c)	Music	√		-	
d)	Television	√		-	
e)	Picnic	-		-	
f)	Outings	√		-	
g)	Cultural Programme	√		-	
h)	Yoga	-		-	
i)	Debates	√		-	
j)	Radio	√		-	
k)	Any Other: DVD/VCD	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Whole Day	
What types of books provide for Children				All type of books	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			No	
d)	Arrangements for disposal of garbage			-	

e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What types of Co-operation and Co-ordination received for homes		As per JJ Act
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		Yes
If Yes, a) Number of Training Programmes organized		2
b) Details of Training Programmes		On JJ Act
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Č Rotary Club, Lion Club, Every Social Club supported by Institution
Suggestion of CWC/Inspection Committee		Č No Inspection Committee
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		No Response

GJ/04/ NGO		
IDENTIFICATION		
Name of the Organization		Vikas Greh, Ahmedabad
Address for Communication		P.O.Paldi, Ahmedabad-380007
Telephone (with STD code)		(079) 26602788
Fax		26612788
Email ID		vikasgrahahmedabad@gmail.com
Website of Organization		-
Type of Child Care Institution being run		Children Home
Whether run by		NGO
Name and contact of Chief Functionary		Naynaben K.Shah
Vision of NGO		Education and Rehabilitation
Mission of NGO		To Care Childen
Key Objectives		-
Major Activities		-
Target group/ Stakeholders		Women and Children
Geographical location/area		-
LEGAL STATUS OF NGO		
Date and year of establishment		01-05-1937
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Bombay Public Trust Act, 1950
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
12-08-1953	F-50	Ahmedabad
Whether the organization is registered under FCRA		No
If Yes, FCRA No,		N.A.
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
Number of Governing Body Members		10
Physical Assets of the Organization		Own building and furniture
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		62
Total No. of Professional Staff a) Male b) Female		 18 44
Total number of a) Full Time b) Part time Staff		 56 6
FINANCIAL MANAGEMENT		
Annual Budget of Organization for last three years (In Lakhs)		

2009-10	2008-09	2007-08
1,50,00,000	84,00,000	85,00,000

Sources of Funding of the NGO (Cash/kind/other)

Community Support	State Govt.	National	International	Donation	Any Other (Please specify)
-	√	-	-	√	-

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Vikas Greh, Ahmedabad
Contact Details	
a) Name of Superintendent/Secretary	Naynaben K.Shah
b) Address	P.O.Paldi, Ahmedabad-380007
c) Phone	(079) 26602788
d) Fax	26612788
e) Email	vikasgrahahmedabad@gmail.com
Type of Institution	Children Home
Run by	NGO
Year of Establishment of the Home	-
Supported by	-
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	150
b) Present Strength	133
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

Sino.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	29	-	29
c)	10-15 years	40	-	40
d)	15-18 years	64	-	64

Details of Stay of Children in the home

Sino.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-

d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of "Children with special needs" in the home				
Sino.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	Hospital, Library, Swimming and Embroidery classes, Education etc.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	Yes
Any other registration	-
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	-
b) Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	Hospital, Library, Swimming and Embroidery classes, Education etc

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	1	30 * 20	200	-
b)	Classrooms	22	30 * 30	60	-
c)	Sick room/ First Aid Room	6	20 * 15	10	-
d)	Kitchen	1	25 * 30	9	-
e)	Dining Hall	1	60 * 30	150	150
f)	Recreation room	1	60 * 30	300	-
g)	Library	2	60 * 30	30	-
h)	Counseling & Guidance room	1	15 * 15	5	-
i)	Office rooms	1	15 * 15	5	-
j)	Workshops	1	22 * 15	15	-
k)	Separate Bathrooms for boys and girls	20	4 * 3	-	-
l)	Separate Latrines for boys and girls	20	3 * 3	-	-

m)	Store room	3	15 * 20	-	-
n)	Play Ground	3	100 * 90	100	-
o)	Vocational Training Centre	1	40 * 30	30	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorary-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M.S.W.	4,000	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	1	1	M.S.W.	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	1	1	M.B.B.S.	5,000	-
f)	Paramedical Staff	1	1	-	4,000	-
g)	Educator	2	1	P.T.C.	2,500	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	M. Com.	16,000	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	1	1	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	3	3	6^{th}	6,000	-
n)	House Aunty	2	2	B.A.	12,000	-
o)	Security Guard	4	4	7^{th}	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	2	2	-	1,400	-
r)	Any other (Please Specify)	-	-	-	-	-
	Total	17	17	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Orphanages and Single Parents
Whether the organization maintains any specific Performa for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Family Background

Maintenance of Registers/Record Maintenance

S.	Details of Register	Please Tick

No.		
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		Own Hospital
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		Three days in a week
Frequency of Doctor's visit		-
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	-
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		-
Any specialized services are provided for them		No
If yes, Please provide in details		-
Whether ambulance facility is available for patients		Yes
Any other Facilities		-

NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	Milk and Fruits
How many cooks are there	Three
Whether children are helping at the time of cooking in any way	Yes
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly
b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	2	Yearly

d)	Under garments	2	Yearly
e)	Towel	1	Yearly
f)	Derry	1	Yearly
g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/Chappal	1	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

	Formal School on Premises	Yes	No
a)	Pre-school	√	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	√	-
e)	Non-formal classes	√	-
f)	Private coaching	√	-
g)	Bridge Course	-	-
h)	Any other: Ą UG & PG	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	-
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	64	64	1 Year
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-

f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				-	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Yearly	
c)	Music	√		Yearly	
d)	Television	√		Yearly	
e)	Picnic	√		Yearly	
f)	Outings	√		Yearly	
g)	Cultural Programme	√		Monthly	
h)	Yoga	√		Monthly	
i)	Debates	√		Monthly	
j)	Radio	√		Daily	
k)	Any Other: DVD/VCD	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				12:00 to 4:00 p.m.	
What types of books provide for Children				All type of books	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			Yes	

e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What types of Co-operation and Co-ordination received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		Yes
If Yes, a) Number of Training Programmes organized		2
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		No Response
Suggestion of CWC/Inspection Committee		No Response
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		No Response

GJ/05/ NGO		
IDENTIFICATION		
Name of the Organization		Hindu Anath Asham
Address for Communication		P.O.Box 46, Nadiad-387001
Telephone (with STD code)		(0268) 2566559
Fax		-
Email ID		hinduanathashram@yahoo.com
Website of Organization		-
Type of Child Care Institution being run		Children Home and Orphanage
Whether run by		NGO
Name and contact of Chief Functionary		Manish R. Desai
Vision of NGO		Provide shelter and rehabilitation
Mission of NGO		-
Key Objectives		-
Major Activities		-
Target group/ Stakeholders		Women and Children
Geographical location/area		At Nadiad Dist. Kheda, Gujarat
LEGAL STATUS OF NGO		
Date and year of establishment		15-03-1908
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		-
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
30-10-1952	301/61	Baroda
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		042040066
Any other Registration/ Recognition with Central / State Govt.:		State Govt. Institutions
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
Number of Governing Body Members		16
Physical Assets of the Organization		Own building
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		8
Total No. of Professional Staff a) Male b) Female		 4 4
Total number of a) Full Time b) Part time Staff		 7 1
FINANCIAL MANAGEMENT		
Annual Budget of Organization for last three years (In Lakhs)		

2009-10	2008-09	2007-08
28,53,656	27,24,614	23,16,705

Sources of Funding of the NGO (Cash/kind/other)					
Community Support	State Govt.	National	International	Donation	Any Other (Please specify)
√	√	-	-	√	-

DOCUMENTATION	
Which of the following documents/communication material are maintained at the organizational level	Audit Report, Annual Report and Brocehure
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	Yes

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Hindu Anath Asham
Contact Details	
a) Name of Superintendent/Secretary	Manish R. Desai
b) Address	"Prasad Alkapuri, College Road, Nadiad-387001
c) Phone	9825498888
d) Fax	-
e) Email	Bobdesai808@gmail.com
Type of Institution	Children Home
Run by	NGO (Grant in Aid)
Year of Establishment of the Home	15th March 1908
Supported by	State Govt. and Community Support
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	250
b) Present Strength	101
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	Destitute, Neglected and Orphan Children

Age breakup of children

Sino.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	4	2	6
b)	5-10 years	11	8	19
c)	10-15 years	21	26	47
d)	15-18 years	21	8	29

Details of Stay of Children in the home

Sino.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-

c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	57	44	101

Number of "Children with special needs" in the home

Sino.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Education, Emboidary, Tailoring et.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		Yes
Any other registration		Licensed under JJ Act 2000
Whether the Institution is certified as Fit Institution by		Yes
a)	Juvenile Justice Board	√
b)	Child Welfare Committee	-
If Yes, Please Specify the Facilities provided		Shelter, Education, Training of Crafts, Rehabilitation Programmes etc.

INFRASTRUCTURE

Infrastructure available

a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	6	81 * 14.6	-	-
b)	Classrooms	3	42 * 48	-	-
c)	Sick room/ First Aid Room	1	64 * 43	-	-
d)	Kitchen	1	25 * 25	-	-
e)	Dining Hall	1	110 * 25	-	-
f)	Recreation room	-	-	-	-
g)	Library	1	25 * 10	-	-
h)	Counseling & Guidance room	1	24 * 15	-	-
i)	Office rooms	1	22 * 22	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	10	5 * 5	-	-
l)	Separate Latrines for boys	10	5 * 3	-	-

	and girls				
m)	Store room	1	23 * 18	-	-
n)	Play Ground	1	153 * 70	-	-
o)	Vocational Training Centre	-	-	-	-

Total area of the Campus (Sq. ft.)	236.079
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorary-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	2	2	M.Com.	-	-
b)	Social Welfare Officer	1	1	M.S.W.	-	-
c)	Counselor	1	1	M.S.W.	-	-
d)	Case Worker	1	1	M.S.W.	-	-
e)	Doctor (Part time or Full time)	2	2	B.H.M.S.	-	-
f)	Paramedical Staff	1	1	M.M.I.T.	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	2	2	-	-	-
i)	Store-keeper cum Accountant	2	2	B.Com.	-	-
j)	Music Teacher	3	3	B.A.	-	-
k)	Sports/ Yoga Teacher	1	1	B.A. B.Ed.	-	-
l)	Driver	-	-	-	-	-
m)	Cook	3	3	S.S.C.	-	-
n)	House Aunty	5	5	Graduate	-	-
o)	Security Guard	2	2	S.S.C.	-	-
p)	Helper	1	1	S.S.C.	-	-
q)	Sweeper	2	2	S.S.C.	-	-
r)	Any other (Please Specify)	-	-	-	-	-
	Total	28	28	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	-
Whether the organization maintains any specific Performa for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	-
Maintenance of Registers/Record Maintenance	

S. No.	Details of Register	Please Tick
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		Own Dispensary with Laboratory
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		Daily
Frequency of Doctor's visit		Daily
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	√
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for them		Yes
If yes, Please provide in details		-
Whether ambulance facility is available for patients		No
Any other Facilities		-

NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Four
What types of special diet is provided for sick infant or children	As Recommended by Medical Officers
How many cooks are there	Four
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	10	Yearly
b)	Winter Clothing(Jersey)	6	Yearly

c)	School Uniform	4	Yearly
d)	Under garments	6	Yearly
e)	Towel	4	Yearly
f)	Derry	4	Yearly
g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/Chappal	3	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	1	Monthly
m)	Utensils (Plate and Glass)	1	Yearly

EDUCATION

Whether educational facilities are available for children		Yes	
Are any of the educational facilities available within the institution			
	Formal School on Premises	Yes	No
a)	Pre-school	-	√
b)	Primary	-	√
c)	Secondary	-	√
d)	Higher	-	√
e)	Non-formal classes	-	√
f)	Private coaching	√	-
g)	Bridge Course	√	-
h)	Any other: Ą Coaching Classes	√	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	29	13	16	Private	-	By Walk
c)	Secondary	38	21	17	Private	-	By Walk
d)	Higher	11	5	6	Private	-	By Walk
e)	Non-formal classes	23	5	18	Private	5 km	By Bus
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	5	18	23	1 Year
b)	Beauty Culture	-	18	18	1 Year
c)	Computer	17	18	35	1 Year
d)	Jute bags and ‘moti’ work	-	-	-	-

e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Daily	
d)	Television	√		Weekly	
e)	Picnic	√		Yearly	
f)	Outings	√		Yearly	
g)	Cultural Programme	√		Yearly	
h)	Yoga	√		Daily	
i)	Debates	√		Monthly	
j)	Radio	√		Daily	
k)	Any Other: DVD/VCD	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				2:00 to 6:00 p.m.	
What types of books provide for Children				General Knowledge, Educational, Novels, Motivational, Religious etc	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	

c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What types of Co-operation and Co-ordination received for homes		Receiving grant from State Government
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		Yes
If Yes, a) Number of Training Programmes organized		1
b) Details of Training Programmes		Orientation about JJ Act 2006 and Other Child Care Programme
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Directorate of Social Defense, Gandhinagar, Gujarat
Suggestion of CWC/Inspection Committee		Very Good
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		No Response

GJ/06/ NGO		
IDENTIFICATION		
Name of the Organization		Probation and After Care Association, Ahmadabad District
Address for Communication		Children Home, Khanpur, Near Cama Hotel, Ahmadabad
Telephone (with STD code)		079-25601298
Fax		-
Email ID		Oha1957@yahoo.in
Website of Organization		-
Type of Child Care Institution being run		Children Home, Shelter Home and Observation Home
Whether run by		NGO
Name and contact of Chief Functionary		Sh. M.P.Trivedi
Vision of NGO		Welfare of Children
Mission of NGO		Rehabilitation of Children
Key Objectives		Rehabilitation of Children
Major Activities		Rehabilitation of Children
Target group/ Stakeholders		Children
Geographical location/area		Ahmadabad Dist.
LEGAL STATUS OF NGO		
Date and year of establishment		26th December 1957
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		-
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
17-09-1962	E-23	Ahmedabad
Whether the organization is registered under FCRA		No
If Yes, FCRA No,		N.A.
Any other Registration/ Recognition with Central / State Govt.:		State License No 11
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
Number of Governing Body Members		31
Physical Assets of the Organization		Own building and Furniture
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		16
Total No. of Professional Staff a) Male b) Female		 1 1
Total number of a) Full Time b) Part time Staff		 15 1
FINANCIAL MANAGEMENT		

Annual Budget of Organization for last three years (In Lakhs)		
2009-10	2008-09	2007-08
16,99,640	17,77,984	16,74,547

Sources of Funding of the NGO (Cash/kind/other)					
Community Support	State Govt.	National	International	Donation	Any Other (Please specify)
√	√	-	-	√	-

DOCUMENTATION	
Which of the following documents/communication material are maintained at the organizational level	Audit Report, Annual Report and Pamphlet
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	-
Contact Details	
a) Name of Superintendent/Secretary	
b) Address	
c) Phone	
d) Fax	
e) Email	
Type of Institution	
Run by	
Year of Establishment of the Home	
Supported by	
Whether registered under 34(3) of JJ Act with the State Government	
Number of inmates	
a) Capacity	
b) Present Strength	
Number of Children lodged in the home having families residing in the same State/UT	
Reasons for staying in the home in case of children having families (provide details)	

Age breakup of children

Sino.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years			
b)	5-10 years			
c)	10-15 years			
d)	15-18 years			

Details of Stay of Children in the home

Sino.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-

d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years			

Number of "Children with special needs" in the home				
Sino.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960	
Any other registration	
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	
b) Child Welfare Committee	
If Yes, Please Specify the Facilities provided	

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	3	75 * 40 22 * 18 13 * 18	-	-
b)	Classrooms	2	41 * 18 13 * 18	-	-
c)	Sick room/ First Aid Room	1	10 * 12 * 12	-	-
d)	Kitchen	1	18 * 18	-	-
e)	Dining Hall	1	37 * 18	-	-
f)	Recreation room	-	-	-	-
g)	Library	1	-	-	-
h)	Counseling & Guidance room	1	-	-	-
i)	Office rooms	1	40 * 18	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	2	18 * 18 30 * 20	-	-
l)	Separate Latrines for boys	2	18 * 18	-	-

	and girls		30 * 20		
m)	Store room	2	15 * 8	-	-
n)	Play Ground	3	50 * 78 30 * 127 95 * 127	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				12700	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorary-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M.S.W.	5,000	1-1-10
b)	Social Welfare Officer	2	0	-	-	-
c)	Counselor	1	1	-	-	19-12-10
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	1	1	M.B.B.S.	500	7-1-03
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	1	1	B.A.	4,500	15-04-05
h)	Vocational Instructor	1	1	B.P.N.T.	4,500	15-04-05
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	3	3	6th	1,500	-
n)	House Aunty	1	1	M.Com.	4,500	-
o)	Security Guard	6	6	6th	8,000	-
p)	Helper	-	-	-	-	-
q)	Sweeper	1	1	3rd	1,500	-
r)	Any other (Please Specify)	-	-	-	-	-
	Total	18	16	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES

Whether the organization is following any criteria for admission of children in Homes	No
If Yes Please mention	N.A.
Whether the organization maintains any specific Performa for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Family Background Details and Educational Details

Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please Tick
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	-
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		Morning 10:00 a.m. to 7:00 p.m.
Frequency of Doctor's visit		Weekly
Whether any trained Staff for first-aid		Yes
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	√
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for them		No
If yes, Please provide in details		N.A.
Whether ambulance facility is available for patients		No
Any other Facilities		-

NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Two
What types of special diet is provided for sick infant or children	As Recommended by Medical Officers
How many cooks are there	Three
Whether children are helping at the time of cooking in any way	No
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly
b)	Winter Clothing(Jersey)	2	Yearly

c)	School Uniform	-	-
d)	Under garments	-	-
e)	Towel	4	Yearly
f)	Derry	-	-
g)	Blanket	1	Yearly
h)	Pillow	1	Yearly
i)	Shoes/Chappal	2	Yearly
j)	Tooth powder/paste	4	Yearly
k)	Soap	1	Yearly
l)	Oil	100	Monthly
m)	Utensils (Plate and Glass)	2	Yearly

EDUCATION

Whether educational facilities are available for children		Yes	
Are any of the educational facilities available within the institution			
	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	√	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other:	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	1	1	-	Private	-2 km	By Auto
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	31	-	31	2 Year
b)	Beauty Culture	-	-	-	-
c)	Computer	31	-	31	1 Year
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-

f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	31	-	31	1 Month
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				B.P.N.T.	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Daily	
d)	Television	√		Daily	
e)	Picnic	√		Monthly	
f)	Outings	√		Yearly	
g)	Cultural Programme	√		Yearly	
h)	Yoga	-		-	
i)	Debates	√		Monthly	
j)	Radio	√		Daily	
k)	Any Other:	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Morning 10:00 to 6:00 p.m.	
What types of books provide for Children				General Knowledge, Educational, Short Novels, Motivational, Religious etc	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			Yes	

e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What types of Co-operation and Co-ordination received for homes		Government and NGO give us co-operation for rehabilitation of children
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		In 2009, C.A.G. was inspected our institute for society evaluation of work
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		No
If Yes, a) Number of Training Programmes organized		N.A.
b) Details of Training Programmes		N.A.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Labour Department, NIPCCD (Indore)
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		No Response
Suggestion of CWC/Inspection Committee		Every week CWC visit our Institute
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		JJ Act, Child Psychology, Nutrition and Diet of children, Medical Disaster Management Training etc.

Haryana

HR/01/ NGO		
IDENTIFICATION		
Name of the Organization		Bharat Vikas Sangh
Address for Communication		1674/22, Shri Nagar Colony, Rohtak
Telephone (with STD code)		01262-269171, 216447, 09416210601
Fax		01262-269171
Email ID		jaswanti.bvs@gmail.com jaswanti_bvs@yahoo.co.in
Website of Organization		www.bvsonline.org
Type of Child Care Institution being run		Orphanage
Whether run by		NGO
Name and contact of Chief Functionary		Adv. Jaswanti, Founder Secretary BVS, 09416210601
Vision of NGO		The good of all mankind irrespective of caste, creed or religion for a just human society
Mission of NGO		Relief, Rehabilitation, Literacy and social awareness, Self- realization and self support, community health, wealth, liberation and the leadership, empowering and encouraging the people
Key Objectives		Provide shelter to homeless, poor and needy, Development Leadership Creation, Personality Development, Capacity Building through training & Workshops, To promote Research, Surveys, Evaluation studies in various fields related to Development aspect of Community
Major Activities		Education Development, Skill Development Training Programme, Family Counselling Centre and Community Sensitization Programme
Target group/ Stakeholders		Women, Children and Adolescent
Geographical location/area		Rohtak, Haryana
LEGAL STATUS OF NGO		
Date and year of establishment		01-May-1993
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Registered under Indian Societies Registration Act Xxi of 1860
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
01-07-1994	439	Firm & Societies, Haryana Chandigarh

Whether the organization is registered under FCRA	Yes
If Yes, FCRA No,	17237006
Any other Registration/ Recognition with Central / State Govt.:	→ Income Tax Registration Act 1961 & order u/s 12 AA of IT Act 1961, PAN No. AAAAB2424L → Registered as Service Provider Under Section 10 of the PWDV Act 2005 & Rule 11 of the PWDV Rules 2006
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006	Yes
If Yes, give details of registration	Juvenile Justice (Care and Protection of Children) Amendment Act 2006 Regd. No. 9 Dt. 31/08/2009
If No, give reasons thereof	N.A.
Number of Governing Body Members	5
Physical Assets of the Organization	→ Well established, Well-equipped with furnishing having computers, audio-visual aids → Internet, fax facilities and training hall/ conference hall and situated in easily approach-able place → Transportation: Tata-Sumo, Motorcycle, Scooter, Kinetic Nova, Cycle, etc
MANPOWER OF ORGANIZATION	
Total manpower of your Organization	69
Total No. of Professional Staff a) Male b) Female	 6 12
Total number of a) Full Time b) Part time Staff	 63 6

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years (In Lakhs)

2009-10	2008-09	2007-08
68,39,216.00	67,80,539.00	66,16,054.00

Sources of Funding of the NGO (Cash/kind/other)

International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
NA	Govt. of India	Haryana Govt.	Yes	Yes	Membership fee & Contribution

DOCUMENTATION	
Which of the following documents/communication material are maintained at the organizational level	Annual Report, Brochure, Leaflet, Pamphlet and Audit Report

For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	Yes

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	
Contact Details	
a) Name of Superintendent/Secretary	
b) Address	
c) Phone	
d) Fax	
e) Email	
Type of Institution	
Run by	
Year of Establishment of the Home	
Supported by	
Whether registered under 34(3) of JJ Act with the State Government	
Number of inmates	
a) Capacity	
b) Present Strength	
Number of Children lodged in the home having families residing in the same State/UT	
Reasons for staying in the home in case of children having families (provide details)	

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years			
b)	5-10 years			
c)	10-15 years			
d)	15-18 years			

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month			
b)	4-6 month			
c)	6-12 month			
d)	1-2 years			
e)	2-3 years			
f)	3-4 years			
g)	4-5 years			
h)	More than 5 Years			

Number of “Children with special needs” in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	

a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	
Whether Institution has been registered under The Orphanage And Other Charitable Homes (Supervision and Control) Act-1960	
Any other registration	
Whether the Institution is certified as Fit Institution by	
a) Juvenile Justice Board	
b) Child Welfare Committee	
If Yes, Please Specify the Facilities provided	

INFRASTRUCTURE

Infrastructure available	
a) Owned	
b) Rented	
c) Lease	
d) Donated	

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories				
b)	Classrooms				
c)	Sick room/ First Aid Room				
d)	Kitchen				
e)	Dinning Hall				
f)	Recreation room				
g)	Library				
h)	Counseling & Guidance room				
i)	Office rooms				
j)	Workshops				
k)	Separate Bathrooms for boys and girls				
l)	Separate Latrines for boys and girls				
m)	Store room				
n)	Play Ground				
o)	Vocational Training Centre				

Total area of the Campus (Sq. ft.)	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned	Actual	Educational	Salary /	Associated

		Strength	Strength	Qualification	Honorar-um per month	with the Institution (Month/ Year)
a)	Superintendent/ Project Manager					
b)	Social Welfare Officer					
c)	Counselor					
d)	Case Worker					
e)	Doctor (Part time or Full time)					
f)	Paramedical Staff					
g)	Educator					
h)	Vocational Instructor					
i)	Store-keeper cum Accountant					
j)	Music Teacher					
k)	Sports/ Yoga Teacher					
l)	Driver					
m)	Cook					
n)	House Aunty					
o)	Security Guard					
p)	Helper					
q)	Sweeper					
r)	Any other (Please Specify)					
	Total					

CRITERIA FOR ADMISSION IN SHELTER HOMES	
Whether the organization is following any criteria for admission of children in Homes	
If Yes Please mention	
Whether the organization maintains any specific Proforma for recording details of Information of every child	
If Yes, what kind of information you have collected from children	

Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	
b)	Individual Care Plan	
c)	Supervision register	
d)	Medical file or medical report	
e)	Nutrition diet file	
f)	Stock Register	
g)	Visitor's book	

h)	Case file	
i)	Inquiry report file	
j)	Stock register	
k)	Any other(Please Specify)	

Minimum Standard of Care

MEDICAL CARE

What are the health related services available for Children	
Does the home have a Medical Care Unit for health check-up of Children	
If yes, Opening of day, time and duration of MCU	
Frequency of Doctor's visit	
Whether any trained Staff for first-aid	
Referral of Cases	
a) Govt. Hospital	
b) Dispensary	
c) Any other	
How many children are suffering from communicable diseases and HIV/AIDS	
Any specialized services are provided for them	
If yes, Please provide in details	
Whether ambulance facility is available for patients	
Any other Facilities	

NUTRITION AND DIET SCALE

Whether any menu chart followed by homes	
How many times meals are provided in a day	
What types of special diet is provided for sick infant or children	
How many cooks are there	
Whether children are helping at the time of cooking in any way	
Whether any Nutrition and Child Development Officer is there	

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing		
b)	Winter Clothing(Jersey)		
c)	School Uniform		
d)	Under garments		
e)	Towel		
f)	Durry		
g)	Blanket		
h)	Pillow		
i)	Shoes/Chappal		
j)	Tooth powder/paste		

k)	Soap		
l)	Oil		
m)	Utensils (Plate and Glass)		

EDUCATION

Whether educational facilities are available for children			
Are any of the educational facilities available within the institution			
	Formal School on Premises	Yes	No
a)	Pre-school		
b)	Primary		
c)	Secondary		
d)	Higher		
e)	Non-formal classes		
f)	Private coaching		
g)	Bridge Course		
h)	Any other: Computer Course		

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school						
b)	Primary						
c)	Secondary						
d)	Higher						
e)	Non-formal classes						
f)	Any other						

Whether the institution is providing any pocket money for out going students	
If Yes, then how much per child month	
Whether the educational facilities are adequate for children	
If No, what are the other facilities required	

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes
If Yes, then provide the details of the vocational training offered to children in the following format	

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring				
b)	Beauty Culture				
c)	Computer				
d)	Jute bags and ‘moti’ work				
e)	Painting and Mehendi				
f)	Books binding				
g)	Printing				
h)	Auto Rickshaw/motor cycle/ mobile repairing				
i)	Candle making				
j)	Pickle making				

k)	Soap making				
l)	Textile Designing				
m)	Electrical trade				
n)	Shoes making/leather craft				
o)	Any other				
Whether instructors are trained					
If Yes, details of qualification					
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course					
Difficulty (if any)					
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games				
b)	Outdoor games				
c)	Music				
d)	Television				
e)	Picnic				
f)	Outings				
g)	Cultural Programme				
h)	Yoga				
i)	Debates				
j)	Radio				
k)	Any Other				
LIBRARY					
Whether library facilities are available or not					
If Yes, Opening timing or day					
What types of books provide for Children					
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water				
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises				
c)	Proper drainage System				
d)	Arrangements for disposal of garbage				
e)	Protection from mosquitoes				
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)				
g)	Sufficient number of bathrooms (at least one bathroom for ten children)				

h)	Sufficient space for washing	
i)	Clean and fly-proof kitchen	
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		
What types of Co-operation and Co-ordination received for homes		
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		
Whether any specific evaluation of the Organization/Institution has been conducted in the past		
If Yes, when and by whom		
Whether CWC members visit your institution regularly		
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		
If Yes, a) Number of Training Programmes organized		
b) Details of Training Programmes		
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		
If Yes, Please specify		
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		
Suggestion of CWC/Inspection Committee		
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		

HR/02/ NGO		
IDENTIFICATION		
Name of the Organization		Bal Sadan Association
Address for Communication		I-9, Sector 12 A, Panchkula- 134112
Telephone (with STD code)		0172-2581195, 6572405
Fax		Nil
Email ID		Balsadan12@co.in
Website of Organization		www.balsadanpxl.org
Type of Child Care Institution being run		Orphanage
Whether run by		NGO
Name and contact of Chief Functionary		Sh. H. K. Khosla
Vision of NGO		To Uplift the Orphan/ Destitute Children
Mission of NGO		To able the children to become good citizen of India
Key Objectives		To make them stand on their feet
Major Activities		To provide them lodging, boarding, education, medical help.
Target group/ Stakeholders		Children
Geographical location/area		-
LEGAL STATUS OF NGO		
Date and year of establishment		September 1992
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		-
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
September 1993	856	Chandigarh
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		172350003
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		Yes
If Yes, give details of registration		Provisional Certificate No 13, Year 2010
If No, give reasons thereof		-
Number of Governing Body Members		12
Physical Assets of the Organization		Own building, furniture etc
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		12
Total No. of Professional Staff a) Male b) Female		 2 7
Total number of a) Full Time		 7

b) Part time Staff	5

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years (In Lakhs)

2009-10	2008-09	2007-08
15,44149	15,58229	1210052

Sources of Funding of the NGO (Cash/kind/other)

International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
Cash	-	Cash	Cash	Cash	-

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Annual Report, Brochure, Leaflet, Pamphlet and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Bal Sadan Association
Contact Details	
a) Name of Superintendent/Secretary	Sh. H.K. Khosla
b) Address	I-9, Sec-12 A, Panchkula
c) Phone	0172-2581195, 6572405
d) Fax	-
e) Email	Balsadan12@co.in
Type of Institution	**Orphanage (Girls)**
Run by	NGO
Year of Establishment of the Home	1993
Supported by	State Govt. and Public
Whether registered under 34(3) of JJ Act with the State Government	**Yes**
Number of inmates	
a) Capacity	50
b) Present Strength	47
Number of Children lodged in the home having families residing in the same State/UT	39
Reasons for staying in the home in case of children having families (provide details)	Earning member expired, father and mother critically ill

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	2	-	2
b)	5-10 years	15	-	15
c)	10-15 years	20	1	21
d)	15-18 years	8	-	8

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-

b)	4-6 month	3	-	3
c)	6-12 month	2	-	2
d)	1-2 years	5	-	5
e)	2-3 years	6	-	6
f)	3-4 years	9	-	9
g)	4-5 years	4	-	4
h)	More than 5 Years	17	1	18

Number of "Children with special needs" in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	N.A.
Whether Institution has been registered under The Orphanage And Other Charitable Homes (Supervision and Control) Act-1960	No
Any other registration	-
Whether the Institution is certified as Fit Institution by	-
a) Juvenile Justice Board	-
b) Child Welfare Committee	√
If Yes, Please Specify the Facilities provided	Boarding/ Lodging, Medical & Education, Transportation

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	1	400	20	47
c)	Sick room/ First Aid Room	1	120	2	-
d)	Kitchen	1	200	50	47
e)	Dinning Hall	1	500	50	47
f)	Recreation room	1	250	40	47
g)	Library	1	280	20	47
h)	Counseling & Guidance room	-	-	-	-
i)	Office rooms	1	648	8	8
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	8	54	50	47
l)	Separate Latrines for boys	9	54	50	47

	and girls				
m)	Store room	2	120	50	47
n)	Play Ground	2	1400	50	47
o)	Vocational Training Centre	2	510	50	47
Total area of the Campus (Sq. ft.)				9000	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	1	1	M.A. B. Ed.	Rs. 5000	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	1	1	M.S.	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	4	4	-	Rs. 4000	-
h)	Vocational Instructor	4	1	-	Rs. 1200	-
i)	Store-keeper cum Accountant	1	-	-	-	-
j)	Music Teacher	1	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	1	1	8^{th}	Rs. 3800	-
m)	Cook	2	2	8^{th}	Rs. 3200 Rs. 1200	-
n)	House Aunty	2	2	7^{th}	Rs. 2000 Rs. 1000	-
o)	Security Guard	-	-	-	-	-
p)	Helper	2	2	-	Rs. 1800 Rs. 1200	-
q)	Sweeper	2	2	-	Rs. 1200 Rs. 600	-
r)	Any other (Please Specify)	-	-	-	-	-
	Total	21	16	-	-	-

CRITERIA FOR ADMISSION IN SHELTER HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Orphan or destitute
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes

If Yes, what kind of information you have collected from children		-
Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	-
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	Nil
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		Twice
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	√
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		None
Any specialized services are provided for them		No
If yes, Please provide in details		-
Whether ambulance facility is available for patients		No
Any other Facilities		-
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Four
What types of special diet is provided for sick infant or children		As per advice of Doctor
How many cooks are there		Two
Whether children are helping at the time of cooking in any way		Sometimes
Whether any Nutrition and Child Development Officer is there		No
CLOTHING AND BEDDING		
How many sets of clothes, bedding and other articles are given to children		

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	4	As required

b)	Winter Clothing(Jersey)	2	As required
c)	School Uniform	2	As required
d)	Under garments	4	As required
e)	Towel	1	As required
f)	Durry	1	As required
g)	Blanket	1	As required
h)	Pillow	1	As required
i)	Shoes/Chappal	2	As required
j)	Tooth powder/paste	1	As required
k)	Soap	1	As required
l)	Oil	-	As required
m)	Utensils (Plate and Glass)	1	As required

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

	Formal School on Premises	Yes	No
a)	Pre-school	-	√
b)	Primary	-	√
c)	Secondary	-	√
d)	Higher	-	√
e)	Non-formal classes	√	-
f)	Private coaching	√	-
g)	Bridge Course	√	-
h)	Any other: Computer Course	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	6	-	6	Private	2 km	By Bus
b)	Primary	15	-	15	Private	2 km	By Bus
c)	Secondary	18	1	17	Private	2 km	By Bus
d)	Higher	6	-	6	Private	2/10	Public Transport
e)	Non-formal classes	2	-	2	Private	2/10	Public Transport
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	Yes
If Yes, then how much per child month	-
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	Yes

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	18	18	One Year
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	40	Two Year

d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				Yes	
If Yes, details of qualification				Diploma in Tailoring and Certificate in Computer Training	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				No	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Weekly	
d)	Television	√		Daily	
e)	Picnic	√		Monthly	
f)	Outings	√		Thrice in a year	
g)	Cultural Programme	√		Occasionally	
h)	Yoga	√		Thrice in a year	
i)	Debates	-		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				Opened as per requirements	
What types of books provide for Children				General/ Related to their courses	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	

c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		No
What types of Co-operation and Co-ordination received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		Yes
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		No
If Yes, a) Number of Training Programmes organized		-
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		No
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		-
Suggestion of CWC/Inspection Committee		-
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		-

Himachal Pradesh

HP/01/GO

Profile of Child Care Institution

Name of Child Care Institution	**Children Home**
Contact Details	
a) Name of Superintendent/Secretary	Bishan Singh
b) Address	**Sunder Nagar (H.P.)**
c) Phone	9418280340
d) Fax	-
e) Email	bishansinghbishu@gmail.com
Type of Institution	**Children Home**
Run by	State Government (Social Justice and Empowerment)
Year of Establishment of the Home	-
Supported by	State Government
Whether registered under 34(3) of JJ Act with the State Government	**Under Process**
Number of inmates	
a) Capacity	50
b) Present Strength	19
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	-	-
c)	10-15 years	-	19	19
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	19	19

Number of “Children with special needs” in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Indoor Games
Whether Institution has been registered under The Orphanage And Other Charitable Homes (supervision and control) Act-1960		Yes
Any other registration		No
Whether the Institution is certified as Fit Institution by		Yes
a)	Juvenile Justice Board	-
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	-
b)	Rented	√
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	10	-	50	19
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	1	-	-	-
f)	Recreation room	-	-	-	-
g)	Library	-	-	-	-
h)	Counselling & Guidance room	-	-	-	-
i)	Office rooms	1	-	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	5	-	-	-
l)	Separate Latrines for boys and girls	5	-	-	-
m)	Store room	2	-	-	-
n)	Play Ground	-	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				2500	

Whether the dormitories, classrooms and workshops have sufficient ventilation and Light	Yes

MANPOWER OF CHILDREN HOME						
S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	1	B.A.	27,000	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant/ LDC	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	-	1	-	-	-
n)	House Aunty	-	1	-	-	-
o)	Security Guard	-	1	-	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	-	1	-	-	-
r)	Any other	-	-	-	-	-
	Total	-	5	-	-	-

CRITERIA FOR ADMISSION IN CHILDREN HOMES	
Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Director, Social Justice, Chairmen, Child Welfare Committee
Whether the organization maintains any specific Proforma for recording details of Information of every child	No
If Yes, what kind of information you have collected from children	-

Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	
c)	Supervision register	√
d)	Medical file or medical report	√

e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	-
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		Yes
If yes, Opening of day, time and duration of MCU		Monthly
Frequency of Doctor's visit		-
Whether any trained Staff for first-aid		-
Referral of Cases		
a)	Govt. Hospital	-
b)	Dispensary	√
c)	Any other	-
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for such children		No
If yes, Please provide in details		N.A.
Whether ambulance facility is available for patients		No
Any other Facilities		No
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Three
What types of special diet is provided for sick infant or children		Cheese
How many cooks are there		One
Whether children are helping at the time of cooking in any way		Yes
Whether any Nutrition and Child Development Officer is there		No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	Yearly
b)	Winter Clothing(Jersey)	1	Yearly
c)	School Uniform	2	Yearly
d)	Under garments	2	Yearly
e)	Towel	1	Yearly
f)	Durry	1	Yearly
g)	Blanket	1	Yearly

h)	Pillow	1	Yearly
i)	Shoes/ Chappal	2	Yearly
j)	Tooth powder/paste	1	Monthly
k)	Soap	1	Monthly
l)	Oil	-	-
m)	Utensils (Plate and Glass)	-	-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

S.No	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	√	-
c)	Secondary	-	-
d)	Higher	√	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other	-	--

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	7	7	-	-	100 m	By Walk
c)	Secondary	-	-	-	-	-	-
d)	Higher	12	12	-	-	150 m	By Walk
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	No
Whether the educational facilities are adequate foe children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and ‘moti’ work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-

h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				-	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		-	
b)	Outdoor games	√		-	
c)	Music	√		-	
d)	Television	√		-	
e)	Picnic	√		-	
f)	Outings	√		-	
g)	Cultural Programme	√		-	
h)	Yoga	√		-	
i)	Debates	√		-	
j)	Radio	-		-	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				No	
If Yes, Opening timing or day				N.A.	
What types of books provide for Children				N.A.	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	
c)	Proper drainage System			Yes	
d)	Arrangements for disposal of garbage			Yes	
e)	Protection from mosquitoes			Yes	
f)	Sufficient number of latrines/toilets			Yes	

	(at least one latrine for seven children)	
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What type of Co-operation and Co-ordination has been received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		-
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the Institution has organized any training programme regarding JJ Act for its Staff		-
If Yes, a) Number of Training Programmes organized		--
b) Details of Training Programmes		-
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		-
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		No Response
Suggestion of CWC/Inspection Committee		No Response
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		No Response

HP/01/ NGO		
IDENTIFICATION		
Name of the Organization		Divya Manav Jyoti Anathalaya Trust
Address for Communication		DMJ Anathalaya, Dehar, H.P.-175030
Telephone (with STD code)		01907-283024, 208148
Fax		01907-283024
Email ID		-
Website of Organization		-
Type of Child Care Institution being run		Orphanage
Whether run by		NGO
Name and contact of Chief Functionary		Satya Parkash Sharma 94181-13300
Vision of NGO		-
Mission of NGO		Selfless Service
Key Objectives		-
Major Activities		Welfare of Children who are in need of Care and Protection
Target group/ Stakeholders		Women and Children
Geographical location/area		Situated near the bank of Satluj river
LEGAL STATUS OF NGO		
Date and year of establishment		14th April 1983
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Registered under Societies Registration Act 21, 1860 and Trust on 29-10-1982
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
-	*3060/83*	*Shimla- H.P.*
29-10-1982	30	Sunder Nagar- H.P.
Whether the organization is registered under FCRA		Yes
If Yes, FCRA No,		182500010
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		No
Number of Governing Body Members		14
Physical Assets of the Organization		Own Building
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		-
Total No. of Professional Staff a) Male b) Female		 11 3
Total number of a) Full Time		 11

b) Part time Staff	3

FINANCIAL MANAGEMENT

Annual Budget of Organization for last three years (In Lakhs)

2009-10	2008-09	2007-08
39	50	54

Sources of Funding of the NGO (Cash/kind/other)

International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
-	-	√	√	√	-

DOCUMENTATION

Which of the following documents/communication material are maintained at the organizational level	Audit Report, Pamphlet and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Divya Manav Jyoti Anathalaya Trust
Contact Details	
a) Name of Superintendent/Secretary	Satya Parkash Sharma 94181-13300
b) Address	DMJ Anathalaya, Dehar, H.P.-175030
c) Phone	01907-283024, 208148
d) Fax	01907-283024
e) Email	-
Type of Institution	Shelter Home
Run by	NGO
Year of Establishment of the Home	1983
Supported by	-
Whether registered under 34(3) of JJ Act with the State Government	**Under Process**
Number of inmates	
a) Capacity	150
b) Present Strength	142
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	25	25
c)	10-15 years	-	85	85
d)	15-18 years	-	32	32

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	

a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	-	-

Number of "Children with special needs" in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home	-
Whether Institution has been registered under The Orphanage And Other Charitable Homes (Supervision and Control) Act-1960	-
Any other registration	-
Whether the Institution is certified as Fit Institution by	-
a) Juvenile Justice Board	-
b) Child Welfare Committee	-
If Yes, Please Specify the Facilities provided	-

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	17	6151.47	-	-
b)	Classrooms	4	18622	-	-
c)	Sick room/ First Aid Room	1	144.9	-	-
d)	Kitchen	1	249.24	-	-
e)	Dinning Hall	1	1023	-	-
f)	Recreation room	1	2246	-	-
g)	Library	1	774	-	-
h)	Counseling & Guidance room	1	2271	-	-
i)	Office rooms	1	433.19	-	-
j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	18	-	-	-

l)	Separate Latrines for boys and girls	38	-	-	-
m)	Store room	3	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				45189.70	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	-	-	-	-	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Driver	-	-	-	-	-
m)	Cook	-	-	-	-	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	-	-	-	-	-
q)	Sweeper	-	-	-	-	-
r)	Any other (Please Specify)	-	-	-	-	-
	Total	-	-	-	-	-

CRITERIA FOR ADMISSION IN SHELTER HOMES

Whether the organization is following any criteria for admission of children in Homes	-
If Yes Please mention	-
Whether the organization maintains any specific Proforma for recording details of Information of every child	-
If Yes, what kind of information you have collected from children	-
Maintenance of Registers/Record Maintenance	

S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	-
c)	Supervision register	-
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	-
j)	Stock register	√
k)	Any other(Please Specify)	-

Minimum Standard of Care

MEDICAL CARE		
What are the health related services available for Children		-
Does the home have a Medical Care Unit for health check-up of Children		No
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		-
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	√
c)	Any other :Private Hospital	√
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for them		-
If yes, Please provide in details		-
Whether ambulance facility is available for patients		No
Any other Facilities		-

NUTRITION AND DIET SCALE	
Whether any menu chart followed by homes	Yes
How many times meals are provided in a day	Four
What types of special diet is provided for sick infant or children	As advised by the Medical Officer
How many cooks are there	One
Whether children are helping at the time of cooking in any way	Yes
Whether any Nutrition and Child Development Officer is there	No

CLOTHING AND BEDDING

How many sets of clothes, bedding and other articles are given to children

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	2	-
b)	Winter Clothing(Jersey)	2	-

c)	School Uniform	2	-
d)	Under garments	4	-
e)	Towel	2	-
f)	Durry	1	-
g)	Blanket	1	-
h)	Pillow	1	-
i)	Shoes/Chappal	2	-
j)	Tooth powder/paste	-	-
k)	Soap	-	-
l)	Oil	-	-
m)	Utensils (Plate and Glass)	-	-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

	Formal School on Premises	Yes	No
a)	Pre-school	-	-
b)	Primary	-	-
c)	Secondary	-	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	√	-
g)	Bridge Course	-	-
h)	Any other: Computer Course	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	-	-	-	-	-	-
b)	Primary	-	-	-	-	-	-
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	Yes
If Yes, then how much per child month	According to their situation
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	N.A.

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-
b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-

d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-
Whether instructors are trained				-	
If Yes, details of qualification				-	
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course				-	
Difficulty (if any)				-	
RECREATIONAL FACILITIES					
Whether recreational facilities are available				Yes	
If yes, what are the recreation facilities available for children in Institution					
S.No.	Activity	Please Tick mark against activity		Frequency-daily, per week, monthly, yearly	
a)	Indoor games	√		Daily	
b)	Outdoor games	√		Daily	
c)	Music	√		Daily	
d)	Television	√		Daily	
e)	Picnic	√		Yearly	
f)	Outings	√		Yearly	
g)	Cultural Programme	√		Yearly	
h)	Yoga	√		Daily	
i)	Debates	√		Daily	
j)	Radio	√		Daily	
k)	Any Other	-		-	
LIBRARY					
Whether library facilities are available or not				Yes	
If Yes, Opening timing or day				5:00 to 6:00 p.m.	
What types of books provide for Children				General Knowledge and others	
SANITATION AND HYGIENE					
Whether Sanitation and Hygiene is maintained in the home through following facilities					
S. No.	Details of Sanitation and Hygiene			Yes/No	
a)	Sufficient treated and filtered drinking water			Yes	
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises			Yes	

c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	Yes
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What types of Co-operation and Co-ordination received for homes		-
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		No
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		No
If Yes, a) Number of Training Programmes organized		N.A.
b) Details of Training Programmes		N.A.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		Departmental Programmes organized from time to time has been attended
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Î HP Government Welfare Department Tournament
Suggestion of CWC/Inspection Committee		No Response
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		No Response

HP/02/ NGO		
IDENTIFICATION		
Name of the Organization		Kasturba Balika Ashram
Address for Communication		Kasturba Balika Ashram, Durgapur-171007, H.P.
Telephone (with STD code)		01772-624489, 2623937
Fax		No
Email ID		No
Website of Organization		No
Type of Child Care Institution being run		Children Home and Shelter Home/ Drop-in-Centre
Whether run by		NGO
Name and contact of Chief Functionary		-
Vision of NGO		-
Mission of NGO		Welfare of Women and Children
Key Objectives		Care, Protection and Education of Children
Major Activities		-
Target group/ Stakeholders		Children
Geographical location/area		Shimla
LEGAL STATUS OF NGO		
Date and year of establishment		15th August, 1949
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Act XXI of 1860
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
09-08-1957	*68*	*Jallandhar*
Whether the organization is registered under FCRA		No
If Yes, FCRA No,		-
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		No
Number of Governing Body Members		-
Physical Assets of the Organization		Own Building with required Furniture
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		-
Total No. of Professional Staff a) Male b) Female		 - -
Total number of a) Full Time b) Part time Staff		 - -

FINANCIAL MANAGEMENT					
Annual Budget of Organization for last three years (In Lakhs)					
2009-10		2008-09		2007-08	
10,71,000		9,45,000		10,43,000	
Sources of Funding of the NGO (Cash/kind/other)					
International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
-	-	√	√	√	-

DOCUMENTATION	
Which of the following documents/communication material are maintained at the organizational level	Audit Report and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Kasturba Balika Ashram, Durgapur
Contact Details	
a) Name of Superintendent/Secretary	Sh. Hari Singh Verma
b) Address	Sarvodya Bal Ashram, Rockwood, Shimla
c) Phone	0177-2624489,2623937
d) Fax	-
e) Email	-
Type of Institution	**Children Home and Shelter Home (For Girls)**
Run by	NGO (Kasturba Gandhi National Memorial Trust, Indore (M.P.)
Year of Establishment of the Home	1949
Supported by	State Government and Community Participation
Whether registered under 34(3) of JJ Act with the State Government	**Under Process**
Number of inmates	
a) Capacity	50
b) Present Strength	49
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	-

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	21	-	21
c)	10-15 years	27	-	27
d)	15-18 years	-	-	-

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	49	-	49

Number of "Children with special needs" in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Lodging & Boarding, Education, Clothing & recreational Facilities
Whether Institution has been registered under The Orphanage And Other Charitable Homes (Supervision and Control) Act-1960		Act XXI of 1860
Any other registration		No
Whether the Institution is certified as Fit Institution by		Yes
a)	Juvenile Justice Board	√
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		Lodging & Boarding, Education, Clothing & recreational Facilities

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	5	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	-	-	-
e)	Dinning Hall	-	-	-	-
f)	Recreation room	1	-	-	-
g)	Library	-	-	-	-
h)	Counseling & Guidance room	1	-	-	-
i)	Office rooms	1	-	-	-

j)	Workshops	-	-	-	-
k)	Separate Bathrooms for boys and girls	2	-	-	-
l)	Separate Latrines for boys and girls	2	-	-	-
m)	Store room	1	-	-	-
n)	Play Ground	1	-	-	-
o)	Vocational Training Centre	1	-	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	2	2	M.S.W.	6,000	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	-	-	-	-	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Attendant	1	1	M.A.	3,500	-
m)	Cook	1	1	10^{th}	3,500	-
n)	House Aunty	1	1	8^{th}	3,500	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	1	3^{rd}	3,500	-
q)	Sweeper	-	-	-	-	-
r)	Any other : Warden	1	1	M.A.	5,000	-
	Total	7	7	-	-	-

CRITERIA FOR ADMISSION IN SHELTER HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Orphan, Semi- Orphan, Handicapped Parents, B.P.L. etc
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes

If Yes, what kind of information you have collected from children		Family Background details and Child related all details	
Maintenance of Registers/Record Maintenance			
S. No.	Details of Register	Please tick √	
a)	Admission and discharge register	√	
b)	Individual Care Plan	√	
c)	Supervision register	√	
d)	Medical file or medical report	√	
e)	Nutrition diet file	√	
f)	Stock Register	√	
g)	Visitor's book	√	
h)	Case file	√	
i)	Inquiry report file	√	
j)	Stock register	√	
k)	Any other(Please Specify): Account's File	√	
Minimum Standard of Care			
MEDICAL CARE			
What are the health related services available for Children		Yoga and Periodical Medical Check-up	
Does the home have a Medical Care Unit for health check-up of Children		No	
If yes, Opening of day, time and duration of MCU		-	
Frequency of Doctor's visit		-	
Whether any trained Staff for first-aid		No	
Referral of Cases			
a)	Govt. Hospital	√	
b)	Dispensary	√	
c)	Any other :Private Hospital	-	
How many children are suffering from communicable diseases and HIV/AIDS		Nil	
Any specialized services are provided for them		No	
If yes, Please provide in details		-	
Whether ambulance facility is available for patients		No	
Any other Facilities		-	
NUTRITION AND DIET SCALE			
Whether any menu chart followed by homes		Yes	
How many times meals are provided in a day		Three	
What types of special diet is provided for sick infant or children		As advised by the Medical Officer	
How many cooks are there		One	
Whether children are helping at the time of cooking in any way		Yes	
Whether any Nutrition and Child Development Officer is there		No	
CLOTHING AND BEDDING			
How many sets of clothes, bedding and other articles are given to children			
S. No.	Item	Number	Frequency

			(Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	-	-
c)	School Uniform	-	-
d)	Under garments	-	-
e)	Towel	-	-
f)	Durry	-	-
g)	Blanket	-	-
h)	Pillow	-	-
i)	Shoes/Chappal	-	-
j)	Tooth powder/paste	-	-
k)	Soap	-	-
l)	Oil	-	-
m)	Utensils (Plate and Glass)	-	-

EDUCATION

Whether educational facilities are available for children	Yes

Are any of the educational facilities available within the institution

	Formal School on Premises	Yes	No
a)	Pre-school	√	-
b)	Primary	√	-
c)	Secondary	√	-
d)	Higher	-	-
e)	Non-formal classes	-	-
f)	Private coaching	-	-
g)	Bridge Course	-	-
h)	Any other: Computer Course	-	-

How many children go to school outside the premises of the institution

S. No.	Class/Standard	Total Number of Children	Boys	Girls	Govt./ Private	Distance of School	Mode of Travel
a)	Pre-school	23	-	23	-	¼ km	By Walk
b)	Primary	25	-	25	-	¼ km	By Walk
c)	Secondary	-	-	-	-	-	-
d)	Higher	-	-	-	-	-	-
e)	Non-formal classes	-	-	-	-	-	-
f)	Any other	-	-	-	-	-	-

Whether the institution is providing any pocket money for out going students	No
If Yes, then how much per child month	N.A.
Whether the educational facilities are adequate for children	Yes
If No, what are the other facilities required	-

VOCATIONAL TRAINING

Whether the homes have vocational training facilities for children	No

If Yes, then provide the details of the vocational training offered to children in the following format

S.No.	Types of Trade	Number of Children			Duration of Course
		Boys	Girls	Total	
a)	Cutting and tailoring	-	-	-	-

b)	Beauty Culture	-	-	-	-
c)	Computer	-	-	-	-
d)	Jute bags and 'moti' work	-	-	-	-
e)	Painting and Mehendi	-	-	-	-
f)	Books binding	-	-	-	-
g)	Printing	-	-	-	-
h)	Auto Rickshaw/motor cycle/ mobile repairing	-	-	-	-
i)	Candle making	-	-	-	-
j)	Pickle making	-	-	-	-
k)	Soap making	-	-	-	-
l)	Textile Designing	-	-	-	-
m)	Electrical trade	-	-	-	-
n)	Shoes making/leather craft	-	-	-	-
o)	Any other	-	-	-	-

Whether instructors are trained	No
If Yes, details of qualification	N.A.
Whether networking with any Institute/NGO/placement Agency for placement of children after completion of Course	Yes
Difficulty (if any)	No

RECREATIONAL FACILITIES

Whether recreational facilities are available	Yes

If yes, what are the recreation facilities available for children in Institution

S.No.	Activity	Please Tick mark against activity	Frequency-daily, per week, monthly, yearly
a)	Indoor games	√	Daily
b)	Outdoor games	√	Daily
c)	Music	√	Monthly
d)	Television	√	Weekly
e)	Picnic	√	Yearly
f)	Outings	√	Yearly
g)	Cultural Programme	√	Monthly
h)	Yoga	√	Daily
i)	Debates	√	Monthly
j)	Radio	√	Daily
k)	Any Other	-	-

LIBRARY

Whether library facilities are available or not	Yes
If Yes, Opening timing or day	Every Sunday
What types of books provide for Children	General Knowledge, Moral Education, Weekly Magazines etc

SANITATION AND HYGIENE

Whether Sanitation and Hygiene is maintained in the home through following facilities

S. No.	Details of Sanitation and Hygiene	Yes/No

a)	Sufficient treated and filtered drinking water	Yes
b)	Sufficient water for bathing and washing clothes, maintenance & cleanliness of the premises	Yes
c)	Proper drainage System	Yes
d)	Arrangements for disposal of garbage	Yes
e)	Protection from mosquitoes	-
f)	Sufficient number of latrines/toilets (at least one latrine for seven children)	Yes
g)	Sufficient number of bathrooms (at least one bathroom for ten children)	Yes
h)	Sufficient space for washing	Yes
i)	Clean and fly-proof kitchen	Yes
CO-ORDINATION AND COLLABORATION		
Whether the Organization/Institution is Networking with other Govt., NGOs etc		Yes
What types of Co-operation and Co-ordination received for homes		Interaction
MONITORING AND EVALUATION		
Mechanism used by the Institution to monitor the activities of homes		-
Whether any specific evaluation of the Organization/Institution has been conducted in the past		No
If Yes, when and by whom		-
Whether CWC members visit your institution regularly		Yes
TRAINING NEEDS		
Whether the NGO/Institution has organized any training programme regarding JJ Act for Staff		No
If Yes, a) Number of Training Programmes organized		N.A.
b) Details of Training Programmes		N.A.
Whether your staff or members from your organization/Institution has attended any training programme organized by any other outside Organization/ Department/ Ministry		Yes
If Yes, Please specify		State Level Training Programme
Dept./Agencies/Institutions with which your Organization/Institution is collaborating/ coordinating for various activities		Î Amway Co. Lions Club Î Rotary Club Î Red Cross NGO's Î Language and Cultural Department
Suggestion of CWC/Inspection Committee		Î To improve Short comings and Suggestion
Mention Areas/issues on which the Staff/Members of your Organization/ Institution would like to attend the training programme/workings at Institution like NIPCCD to build their capacities		No Response

HP/03/ NGO		
IDENTIFICATION		
Name of the Organization		Sarvodaya Bal Ashram, Rockwood Shimla
Address for Communication		Sarvodaya Bal Ashram, Rockwood Shimla -171007, H.P.
Telephone (with STD code)		01772-624489, 2623937
Fax		No
Email ID		No
Website of Organization		No
Type of Child Care Institution being run		Children Home and Shelter Home/ Drop-in-Centre
Whether run by		NGO
Name and contact of Chief Functionary		-
Vision of NGO		-
Mission of NGO		Welfare of Women and Children
Key Objectives		Care, Protection and Education of Children
Major Activities		-
Target group/ Stakeholders		Children
Geographical location/area		Shimla
LEGAL STATUS OF NGO		
Date and year of establishment		15th August, 1949
Whether Registered or not		Yes
If Yes, details of registered under which Act the Organization is registered		Act XXI of 1860
Date and place with registration number		
Date & Year of Registration	*Registration No*	*Registered Place*
09-08-1957	*68*	*Jallandhar*
Whether the organization is registered under FCRA		No
If Yes, FCRA No,		-
Any other Registration/ Recognition with Central / State Govt.:		-
Whether your Child Care Institutions/Organizations are registered with the State Govt. under Juvenile Justice (Care and Protection) Act 2000 Sec. 34(3) Amended in 2006		No
Number of Governing Body Members		-
Physical Assets of the Organization		Own Building with required Furniture
MANPOWER OF ORGANIZATION		
Total manpower of your Organization		-
Total No. of Professional Staff a) Male b) Female		 2 5
Total number of a) Full Time b) Part time Staff		 4 -

FINANCIAL MANAGEMENT					
Annual Budget of Organization for last three years (In Lakhs)					
2009-10		2008-09		2007-08	
10,71,000		9,45,000		10,43,000	
Sources of Funding of the NGO (Cash/kind/other)					
International	National	State Govt.	Community Support	Donation	Any Other (Please specify)
-	-	√	√	√	-

DOCUMENTATION	
Which of the following documents/communication material are maintained at the organizational level	Audit Report and Audit Report
For documentation (Annual report and proposal writing) whether the organization has engaged any expert from outside	No

Profile of Children Home/ Child Care Institution

Name of Child Care Institution	Sarvodaya Bal Ashram Rockwood, Shimla
Contact Details	
a) Name of Superintendent/Secretary	Sh. Hari Singh Verma
b) Address	Sarvodya Bal Ashram, Rockwood, Shimla
c) Phone	0177-2624489,2623937
d) Fax	-
e) Email	-
Type of Institution	**Children Home and Shelter Home (For Boys)**
Run by	NGO (Kasturba Gandhi National Memorial Trust, Indore (M.P.)
Year of Establishment of the Home	1949
Supported by	State Government and Community Participation
Whether registered under 34(3) of JJ Act with the State Government	**Under Process**
Number of inmates	
a) Capacity	50
b) Present Strength	39
Number of Children lodged in the home having families residing in the same State/UT	-
Reasons for staying in the home in case of children having families (provide details)	Orphan, Semi Orphan, Below Poverty Line, Handicapped Parents Children

Age breakup of children

S.No.	Age	Number of Children		Total
		Girls	Boys	
a)	0-5 years	-	-	-
b)	5-10 years	-	4	4
c)	10-15 years	-	31	31
d)	15-18 years	-	4	4

Details of Stay of Children in the home

S.No.	Duration	Number of Children		Total
		Girls	Boys	
a)	0-4 month	-	-	-
b)	4-6 month	-	-	-
c)	6-12 month	-	-	-
d)	1-2 years	-	-	-
e)	2-3 years	-	-	-
f)	3-4 years	-	-	-
g)	4-5 years	-	-	-
h)	More than 5 Years	-	39	39

Number of “Children with special needs” in the home

S.No.	Category	Number of Children		Total
		Girls	Boys	
a)	Mentally challenged	-	-	-
b)	Autism	-	-	-
c)	Physically challenged	-	-	-
d)	Any other (please specify)	-	-	-

What are the facilities and support services provided for the children staying in Home		Lodging & Boarding, Education, Clothing & recreational Facilities
Whether Institution has been registered under The Orphanage And Other Charitable Homes (Supervision and Control) Act-1960		Act XXI of 1860
Any other registration		No
Whether the Institution is certified as Fit Institution by		Yes
a)	Juvenile Justice Board	√
b)	Child Welfare Committee	√
If Yes, Please Specify the Facilities provided		Lodging & Boarding, Education, Clothing & recreational Facilities

INFRASTRUCTURE

Infrastructure available		
a)	Owned	√
b)	Rented	-
c)	Lease	-
d)	Donated	-

Details of Accommodation for Children and Institutional Infrastructure

S. No.	Particulars	Number	Size (Sq. ft.)	Capacity/Required Strength	Actual Strength
a)	Dormitories	-	-	-	-
b)	Classrooms	-	-	-	-
c)	Sick room/ First Aid Room	-	-	-	-
d)	Kitchen	1	9 * 6	-	-
e)	Dinning Hall	1	44 * 17	-	-
f)	Recreation room	1	44 * 17	-	-
g)	Library	-	-	-	-
h)	Counseling & Guidance room	-	-	-	-
i)	Office rooms	1	19 * 9	-	-
j)	Workshops	-	-	-	-

k)	Separate Bathrooms for boys and girls	3	9 * 5	-	-
l)	Separate Latrines for boys and girls	3	9 * 5	-	-
m)	Store room	2	23 * 8	-	-
n)	Play Ground	1	98 * 47	-	-
o)	Vocational Training Centre	-	-	-	-
Total area of the Campus (Sq. ft.)				-	
Whether the dormitories, classrooms and workshops have sufficient ventilation and Light				Yes	

MANPOWER OF CHILDREN HOME

S. No	Details of Staff	Sanctioned Strength	Actual Strength	Educational Qualification	Salary / Honorar-um per month	Associated with the Institution (Month/ Year)
a)	Superintendent/ Project Manager	2	2	M.S.W.	6,000	-
b)	Social Welfare Officer	-	-	-	-	-
c)	Counselor	-	-	-	-	-
d)	Case Worker	-	-	-	-	-
e)	Doctor (Part time or Full time)	-	-	-	-	-
f)	Paramedical Staff	-	-	-	-	-
g)	Educator	-	-	-	-	-
h)	Vocational Instructor	-	-	-	-	-
i)	Store-keeper cum Accountant	1	1	B.Com.	4,000	-
j)	Music Teacher	-	-	-	-	-
k)	Sports/ Yoga Teacher	-	-	-	-	-
l)	Attendant	1	1	B.A.	3,500	-
m)	Cook	1	1	5^{th}	3,500	-
n)	House Aunty	-	-	-	-	-
o)	Security Guard	-	-	-	-	-
p)	Helper	1	1	10^{th}	3,500	-
q)	Sweeper	1	1	5^{th}	3,500	-
r)	Any other : Warden	1	1	12^{th}	5,000	-
	Total	8	8	-	-	-

CRITERIA FOR ADMISSION IN SHELTER HOMES

Whether the organization is following any criteria for admission of children in Homes	Yes
If Yes Please mention	Orphan, Semi- Orphan, Handicapped Parents, B.P.L. etc
Whether the organization maintains any specific Proforma for recording details of Information of every child	Yes
If Yes, what kind of information you have collected from children	Family Background details and Child related all details

Maintenance of Registers/Record Maintenance		
S. No.	Details of Register	Please tick √
a)	Admission and discharge register	√
b)	Individual Care Plan	√
c)	Supervision register	√
d)	Medical file or medical report	√
e)	Nutrition diet file	√
f)	Stock Register	√
g)	Visitor's book	√
h)	Case file	√
i)	Inquiry report file	√
j)	Stock register	√
k)	Any other(Please Specify): Account's File	√

Minimum Standard of Care		
MEDICAL CARE		
What are the health related services available for Children		Yoga and Periodical Medical Check-up
Does the home have a Medical Care Unit for health check-up of Children		No
If yes, Opening of day, time and duration of MCU		-
Frequency of Doctor's visit		-
Whether any trained Staff for first-aid		No
Referral of Cases		
a)	Govt. Hospital	√
b)	Dispensary	√
c)	Any other :Private Hospital	-
How many children are suffering from communicable diseases and HIV/AIDS		Nil
Any specialized services are provided for them		No
If yes, Please provide in details		-
Whether ambulance facility is available for patients		No
Any other Facilities		-
NUTRITION AND DIET SCALE		
Whether any menu chart followed by homes		Yes
How many times meals are provided in a day		Three
What types of special diet is provided for sick infant or children		As advised by the Medical Officer
How many cooks are there		One
Whether children are helping at the time of cooking in any way		Yes
Whether any Nutrition and Child Development Officer is there		No
CLOTHING AND BEDDING		
How many sets of clothes, bedding and other articles are given to children		

S. No.	Item	Number	Frequency (Month/Year)
a)	Summer Clothing	-	-
b)	Winter Clothing(Jersey)	-	-