



GOVERNMENT OF TRIPURA

Prospectus of
CHILDREN'S HOME FOR GIRLS

DIRECTORATE OF EDUCATION
SOCIAL WELFARE SECTION
TRIPURA
1972.

**PROSPECTUS OF
CHILDREN'S HOME FOR GIRLS,
GOVERNMENT OF TRIPURA,
ABHOYNAGAR.**

1. Children's Home for Girls—year of Establishment :

The Children's Home for Girls has been set-up by the Education Department of Government of Tripura on 14th July, 1961 as one of the Schemes of Social Welfare.

2. Location of the Girls Home :

The Institution is conveniently located at Abhoynagar alongside the Abhoynagar main road. It is situated about 2 furlongs south east of Raj Bhavan, Agartala and is within easy reach from the Buddha Mandir Bus Stop on Agartala town Bus route No. 2, 4 and 5.

3. Objectives of the Children's Home for Girls :

The Girls Home is a Residential cum custodial type of Social Welfare Institution for providing shelter, care, protection and rehabilitation of the orphan girls irrespective of caste, creed and community.

4. Intake Capacity :

The intake capacity of the Girls Home is for 60 inmates.

5. Eligibility and admission requirements :

- I. The orphan girls who have lost both the parents and have none to support financially are eligible for admission.
- II. Orphan girls of the age-group 6 to 8 whose parents were Indian Nationals and stayed in Tripura State continuously for two years are eligible for admission into the Children's Home for Girls.
- III. Physically fit and mentally alert orphan girls having no contagious diseases and having no chronic illness are eligible for admission.
- IV. Orphan girls of the age-group 6 to 8 with reasonable progress in academic schooling according to age, are eligible for admission.

6. Applications :

Prescribed printed application forms (S.W. Form No. 2.) are supplied free of cost to the candidates from the Social Welfare Section, Education Directorate, Tripura upon receipt of an application in plain paper addressed to the Social Welfare Officer, Tripura, Abhoynagar (799005) stating name, age, permanent address of the applicant stating also the circumstances for which applying for admission. Prescribed applications are to be submitted in duplicate for each candidate to the Social Welfare Officer, Tripura together with all required documents as required under clause 7 of the Prospectus within the stipulated date as indicated therein.

7. Documents to accompany each application :

- I. Certificate of date of birth obtained from the Municipal Office or from the Hospital Authority or from the Gazetted Officer of either the State or Central Government or from M.L.A. of Tripura Legislative Assembly or from M.P. from Tripura.
- II. An attested copy of citizenship registration card of the parents of the orphan girl.
- III. A certificate of Residence of the parents of the orphan girl in original testifying the period of continuous stay in Tripura State obtained from either the Member of Tripura Legislative Assembly or from a Member of Loka Sabha or Rajya Sabha from Tripura or from a Gazetted Officer of either the State or Central Government.
- IV. A certificate of economic condition and the helpless condition of the orphan girls obtained from any of the persons as indicated in (III) above.
- V. A certificate from any Registered Medical Officer from Tripura testifying the physical and mental condition of the orphan girl and also stating as to whether the girl is having any communicable diseases/chronic illness or not.

8. Interviews and investigations :

The candidates if found prima facie eligible shall be called for interview at Agartala, Abhoy-nagar or at places as indicated in the letter of

interview. Orphan girls are to appear at the interview along with the sponsoring person at their own cost. Detailed enquiry or investigation may precede or follow the interview for ascertaining real condition of the orphan girls.

9. Medical Examination & Psychological tests :

Detailed medical examination shall also be arranged by the Department allowing admissions. Psychological tests of orphan girls shall also be administered at Agartala or at places as per previous notification.

10. Admissions :

Admission is opened throughout the year provided there is vacant seat for the category in which the orphan girl candidate belongs. The sponsoring person of the orphan girl candidate shall be intimated in writing about the date of formal admission and other details etc. The Superintendent of Children's Home for Girls will accept an orphan girl on whose favour admission order has been issued provided that the concerned sponsoring person produces in writing the acceptance of terms and conditions of the Admission order and 3 copies of Passport size recent photographs of the girl candidate duly attested by an M.L.A./M.P. or a Gazetted Officer.

Other conditions being equal preference is given to candidates belonging to scheduled tribe and scheduled caste communities.

11. Accommodation, lighting, water, furniture and fixtures :

The Children's Home for Girls has its own buildings and Campus at Abhoynagar with due

electrification. The selected orphan girl candidate who will be allowed admission as inmate of the Children's Home for girls shall be provided with free accommodation, lighting, water supply, furniture etc. Electric fans are not provided in the Dormitories/rooms where the inmates live.

12. Food, Clothings, beddings and toiletries :

Orphan girls who will be allowed to stay as inmates of the Children's Home for Girls shall be provided with free food, clothings and beddings and toiletries as per scale fixed by the Government or as per scale as would be fixed from time to time in this regard. On the day of admission, however, the orphan girl should bring with her an extra set of clothings for everyday use. Offering of any other clothings or beddings or ornaments by any other person including the relations of the orphan girl is not permissible so long the child will remain under the care of the Government. Violation of this clause may lead to discharge of the inmate for good from the Institution. Exchange of clothings and beddings between inmates or selling or making gift of such items to inmates or outsiders is not permissible.

13. Medical Attendance :

The girl inmates are provided with free medical care. Within the Campus there is a Dispensary of the Social Welfare Section headed by a qualified Medical Officer (M.B.B.S.—C.A.S. Grade I) and a compounder. The Doctor attends twice in a week, examines the inmate-patients and prescribes medicines. Medicines are administered by the Auxiliary Nurse (s) provided for the Children's Home for Girls. In case of sudden complicated

illness the orphan girl shall be shifted to the nearest Government Hospital for treatment. But as for chronic illness or communicable diseases if detected at a later stage the orphan girl will be restored to the person who sponsored admission.

14. Daily Time table :

The Orphan girl inmates shall be required to perform those types of activities which are normally done in such a Residential Institution. Generally the following time table shall be adhered to subject to changes as and when necessary :—

Normal time table on all working days.

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|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 4-30 A.M. | : Rising bell |
| 4-30 A.M. to 5 A.M. | : Personal cleanliness and
: bedroom dressing etc. |
| 5 A.M. to 5-15 A.M. | : Prayer. |
| 5-15 A.M. to 6 A.M. | : Safai of the campus and
preparation of morning
tiffin by groups on rota-
tion. |
| 6 A.M. to 6-30 A.M. | : Morning tiffin—in queue
under the leadership of
Room-leader. |
| 6-30 A.M. to 9-30 A.M. | : Home study of school
lessons—in groups. |
| 9-30 A.M. to 10-30 A.M. | : Taking bath, dressing-up,
taking noon-day meal
and cleaning of indivi-
dual utensils under the
guidance of Room-leader. |

- 10-30 A.M. to 4-30 P.M. : Going to school and study at school as per routine of the School.
- 4-30 P.M. to 5 P.M. : Return from school—preparation of serving of afternoon tiffin—(in groups by rotation).
- 5 P.M. to 6 P.M. : Gardening, indoor games and assisting in kitchen activities, recreational pursuits.
- 6 P.M. to 6-15 P.M. : Evening prayer—attending the prayer coming from each Block in queue under guidance of Room-leader.
- 6-15 P.M. to 8-15 P.M. : Home study of School lessons and tutorial work
- 8-15 P.M. to 8-45 P.M. : Night meal.
- 8-45 P.M. to 9 P.M. : Cleaning of utensils, dressing of individual beds etc. under the guidance of Room-leaders.
- 9 P.M. : Light off.

For orphan girl inmates who will be attending morning school the time table shall be as follows :

- 4-30 A.M. to 6-30 A.M. : Same as above.
- 6-30 A.M. to 10 A.M. : Attending School and study at School as per school routine.

- 10 A.M. to 10-30 A.M. : Return from School, bath and dressing up (under the guidance of the Matron).
- 10-30 A.M. to 11 A.M. : Taking noon-day meal under the guidance of the Matron.
- 11 A.M. to 1 P.M. : Rest.
- 1 P.M. to 4-30 P.M. : Home study of School lessons under the guidance of the Superintendent.
- 4-30 P.M. to 5 P.M. : Afternoon tiffin along-with seniors.
- 5 P.M. to 9 P.M. : As per table with seniors.

Time table on Holidays.

On every Saturdays and Sundays in addition to Home study the inmates shall participate on group basis in preparation of community meal as part of training in Cooking, in cleaning and ironing of apparels, in domestic sewing, in reading out books of Campus Library, and in lessons in singing.

15. Academic Schooling and Examinations :

The orphan girl inmates shall be placed in Institution to morning school and noon schools as per decision of the Superintendent. Attending to schools is compulsory and sitting for the examinations conducted by the school authority is obligatory.

16. Games and sports :

Provision has been made for indoor games suitable for Girls within the campus. All items supplied in this connection will be provided free to the orphan girl inmates. The orphan students shall also be allowed to participate in Games and Sports conducted by the School authority within the School premises and within the School hours provided these are conducted by the Physical Instructors. For participation in Games & Sports Competition outside the School and beyond School hours permission from the Superintendent shall be necessary.

**17. Recreational activities and Dawn to Dusk...
Camp :**

Recreational instruments and equipments such as Radios, record players, Harmonium, Tabla-baya etc. have been provided to the Children's Home for Girls for free use by inmates at specific hours and timings of the day. Dawn to dusk camp is also organised once in a year after the annual examination. This excursion and the camp provides opportunity of open air recreation to the inmates. Educational and recreative films are also exhibited within the Campus at periodic intervals.

18. Observance of National Days :

The orphan girl inmates are to participate in special programmes on all National Days such as the Republic Days and the Independence Days within the Campus as per details chalked out by the Superintendent of the Home.

19. Leave of inmates :

Granting of leave for enjoying the same outside the Residential Institution is usually discouraged. Within the first year of stay at the Children's Home for Girls, leave is not normally allowed. Leave for a specific period is however, considered by the Authority on the merit of each case. An inmate may be allowed to enjoy leave in special circumstances provided the Declared Guardian or the sponsoring person applies in writing well in time to the Superintendent. Medical examination may follow after return from leave and if anything is found otherwise then the inmate concerned will be released for good from the Institution and will also be restored to the person who sponsors for admission. Authority of the Institution sanctioning leave will not be held responsible for any incident or accident occurs to the inmate during the period of leave.

20. Transfer :

Government may arrange, in public interest, transfer of an orphan girl inmate to any Social Welfare Institution under the Education Department within the Tripura State or any such Institution outside the State for such periods as it would be deemed necessary.

21. Library facilities :

Government have provided a Small Library within the Campus for free use by the inmates. The charge of the Library shall remain with the Tutor attached to the Home and the girl inmates of upper classes shall assist the Tutor by rotation for smooth management of Library services.

22. Discharge, withdrawals :

Unless otherwise decided an orphan girl inmate shall normally be allowed to stay at the Residential Institution till she attains the age of eighteen. During this period it is also expected that the orphan girl shall complete the High School education. But in the event of any false statement in the application form detected after the admission or if the conduct of the orphan girl is found detrimental to the interest of the Institution or in the event of violation of Institution discipline or in case the inmate is found mentally retarded at a later stage after the admission or in the event of development of special behavioural problem the orphan girl may be discharged for good from the Institution. This order for discharged for good will equally apply in case the orphan girl suddenly develops any contagious disease after the admission.

If any near relations (with written consent of the inmate in case she attains that age) applies for taking over responsibilities of a particular inmate the orphan girl inmate may be withdrawn at any time of the year provided that the person applying for taking over is considered a Fit person by the Government. Government may allow withdrawal of any inmate for adoption by prior notification in the Press and in the Gazette provided also that the motive of such parents is considered to be in the interest of the child.

23. Disposal of dead bodies of inmates :

When an inmate dies a natural death while under care of the Government within the premises of the Residential Institution or at the Hospital the dead body of the inmate will be disposed of at

Government cost after obtaining death certificate from the Medical Officer of the Education Directorate or from any Registered Medical Practitioner.

In case of any unnatural death occurred to any inmate while under care of the Government all usual procedure will be adopted in this regard before disposal of the dead body.

In the event of death occurred to any inmate while on leave and under temporary care of any of the near relation out-side the Institution the cause of death and other details should immediately be reported to the nearest Police Station in writing with also an intimation to the Superintendent of the Home.

24. Visits by the Relatives and others :

The near relations of the orphan girl or the person sponsoring admission shall be allowed to visit the Children's Home for Girls to see the inmate at the Office premises on the first Sunday of every month between 8-30 A.M. and 10-30 A.M. and between 2-30 P.M. and 5 P.M. Offering of any kind of food or drinks or clothings & beddings or any kind of ornaments is strictly prohibited.

25. Staff of the Children's Home for Girls :

For day to day management of the Girls Home and for carrying out all sorts of programmed activities the following categories of staff have been provided for the present :

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| 1. Superintendent | — 1 Post. . |
| 2. Medical Officer | — 1 Post (twice in a week). |

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|---------------------------------|-------------------------------------------------------|
| 3. Auxiliary Nurse
(Matron) | — 2 Posts. |
| 4. Compounder | — 1 Post (attends
every day at
the Dispensary). |
| 5. Tutor | — 1 Post. |
| 6. Head Clerk cum
Accountant | — 1 Post. |
| 7. Store-Keeper | — 1 Post. |
| 8. L. D. Clerk | — 1 Post. |
| 9. Class IV | — 4 Posts. |
- 26. Enquires :**

All enquires regarding admission etc. should be addressed to :—

1. Director of Education
(Social Welfare Section)
P.O. Abhoynagar,
Dist. : West Tripura.
Tripura State.
799005

Or

2. Social Welfare Officer,
Education Directorate,
P.O. Abhoynagar.
Dist. : West Tripura
Tirpura State
799005
Telephone—AGT 851.
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