

राष्ट्रीय आदिवासी छात्र शिक्षा समिति

(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
भू-तल, गेट नंबर-3ए, जीवन तारा बिल्डिंग,
संसद मार्ग, नई दिल्ली-110001
दूर. 011-23340280



National Education Society for Tribal Students

(An Autonomous Organization under
Ministry of Tribal Affairs, Govt. of India)
Ground Floor, Gate No.3 A, Jeevan Tara Building,
Parliament Street, New Delhi-110001
Telephone No. 011-23340280
वेबसाइट/Website: www.tribal.nic.in
Email: nests-tribal@tribal.gov.in

NESTS/H-1/47/HRMiscellaneous/2024-25

Date: 04/12/2024

To

The Nodal Officer
State EMRS Society
All States/ UTs

Sub: Forwarding SOP for implementation in all EMRSs- reg

Please find attached SOP in the following 5 areas for implementation in all EMRSs:

1. Accommodating students in EMRS
2. Keeping Good / Sound Health of Students
3. Managing the Mess in EMRSs.
4. Constitution of Committees at State & District Levels for Regular Inspection of Quality of Food and Mess Arrangements of the EMRSs
5. Measures For Safety and Security of Children - Role of Principals and Staff

These SOPs are forwarded to have uniformity in all States and UTs. You are requested to circulate the same to all EMRSs under your jurisdiction.

This issues with the approval of the Competent Authority.

Encl: As Above


(ANUPAM SONALKAR)
Joint Commissioner

Copy to:

1. Principal Secretary/ Secretary,
Tribal Development Department
All states
2. Principals, All EMRSs

National Education Society for Tribal Students

SOP for accommodating students in EMRS

The following points are to be considered to accommodate the selected students in EMRS:

➤ **Existing Provision**

1. As per the approval of Ministry, 60 students (30 boys & 30 girls) are admitted in every class from class VI to X and 90 students each in classes XI & XII.
2. Altogether, 240 boys & 240 girls are to accommodate in every full-fledged EMRS.
3. Construction work is taken up to accommodate 480 students, separately for boys and girls.

➤ **Advance Planning**

1. If full accommodation is made available through permanent construction, selected boys and girls may be accommodated in respective dormitories as per the plan.
2. Wherever, EMRS is functioning in temporary accommodation, advance planning is to be done by the Principal so that when the next batch of students are admitted, they are accommodated without any difficulties. This planning is to be carried out at least one year in advance. Necessary requirement may be submitted by the Principal to the State Societies.
3. State Society has to review the accommodation of the existing students as well as the students who may be admitted in the next academic session on the basis of the input given by the Principal and arrange for additional accommodation as per the need.

➤ **Provision to be ensured while accommodating students**

1. Every student is to be provided with sufficient space, cot and bedding items including mosquito net, even if the EMRS is functioning at the temporary site.
2. Sufficient space for movement of the students inside the accommodation is to be provided in addition to space for keeping the belongings of the students including box, textbook, personal clothing and others.
3. It should be ensured that students do not share the same bed. This will ensure healthy habits and hygienic conditions.
4. Focus should be on washroom facilities also in addition to accommodating the students. Sufficient toilets are to be made available as per the ratio 1:10 for boys and 1:6 for girls.
5. Running water facilities is to be made available in toilets and bathrooms.
6. House Keeping personnel as approved by NESTS are to be engaged through outsourcing to ensure cleanliness in the washroom area.
7. House Master and Warden should visit the dormitories frequently and guide the students to keep their belongings neat and tidy.
8. Students are not to be allowed to keep the wet clothes inside the accommodation. Arrangement for drying the clothes including towel is to be made by the school administration.
9. In order to avoid engaging juniors by the seniors for personal work, seniors and junior may be accommodated separately. This will resolve the adolescent issues.
10. Stagnation of water should not be in the entire campus, in particular, in the washroom areas, kitchen & dining and in & around the dormitories.
11. Clean drinking water is to be made available in respect of each dormitory and dining hall.

12. Hostel Wardens and House Masters are to be accommodated in the vicinity of the dormitory of boys and girls.
13. Only female teachers are to be appointed as HM of girls.
14. Security personnel have to be vigilant to safeguard the belongings of EMRS and move around the dormitories regularly.
15. Prohibition of outsiders entry into the campus should be strictly ensured, whether the EMRS is functioning in temporary or permanent campus.

National Education Society for Tribal Students

SOP FOR KEEPING GOOD / SOUND HEALTH OF STUDENTS

Eklavya Model Residential Schools (EMRSs) being co-educational and residential in nature, it is the prime duty and responsibility of the Principal and Staff to ensure proper action for keeping good / sound health of students of EMRSs till they remain on the rolls of the Vidyalaya. The Principal and staff of the EMRS are expected to ensure good health of students on priority. Some of the preventive measures for keeping good / sound health of the students in EMRSs are as under: -

I. DUTY OF STAFF NURSE

1. The Staff Nurse will attend the sick children immediately. No illness of the child is to be taken casually or in routine manner instead the symptoms of illness and medicines given should be recorded in the register.
2. The sick student should not be left alone in the dormitory at any time.
3. The sick child is to be kept under the supervision of the Staff Nurse or a Teacher.
4. The feelings of the child should be taken care of. He / she should be given a patient hearing and counselled accordingly with feedback.
5. The Staff Nurse shall arrange for shifting of the student to the nearby hospital if the illness of the child cannot be diagnosed immediately.
6. The doctor in the hospital / PHC should be consulted always after first aid treatment to the child by the Staff Nurse.
7. After diagnosing the sickness, the parents may be informed if the nature of illness needs prolonged treatment excepting for common colds and seasonal health effect. All the efforts should be made to support the sick child from the school.
8. Necessary arrangements should be made for special diet, if necessary, instructions be issued to Cook and Mess staff accordingly.
9. Medicines prescribed by the doctor should be given to the students only by the Staff Nurse. No teacher or Principal should administer medicines on their own to sick child.
10. Staff Nurse has to arrange for regular medical checkup of the students , maintenance of health record and for monitoring of health problems of the children of the EMRS.
11. Personal hygiene of mess workers and conditions in the kitchen and mess are checked by the Staff Nurse at least once in a month.
12. Adequate care should be taken with regard to drinking water. The Staff Nurse should be instructed to ensure that the water is properly purified / chlorinated before using for drinking / food preparing purposes.
13. Staff Nurse is also required to examine every child every week and maintain health record of every child.
14. Full medical checkup of the students may be conducted once in quarter.
15. Visit Register to PHC/Hospital should be maintained properly.

II. DUTY OF HOUSE MASTER / HOSTEL WARDEN

1. The House Master to submit daily report to the Principal indicating the welfare of the students.
2. The House Master and Hostel Warden has to ensure that the child is being provided medical treatment properly.

III. DUTY OF COUNSELLOR

NESTS has already allowed state societies to engage counsellor through outsourcing. In order to ensure mental health and wellbeing of students of EMRSs, Counsellor has to ensure the following:

1. Proper regular counselling of the children through Counsellor is to be done to help the disturbed children, who are under depression.
2. Proper counselling should be done by Counsellor in case of any misconduct like stealing, telling lies by the students, if any.
3. Children in EMRSs are generally admitted at the tender age of 9 to 13 years, which is a pre-adolescent or adolescent age which need counseling and continuous guidance to become physically fit, mentally alert and emotionally balanced.
4. Every student should be given a patient hearing and counselled accordingly with feedback.
5. All the information about the students are to be kept confidential.

IV. DUTY OF PRINCIPAL

1. Verification and recording compliance to instructions issued by the Principal on daily basis.
2. The Principal has to ensure availability of Medical Inspection Room / Staff Nurse / Common medicines / Consultant Doctor / Vehicle for hospitalization of children in emergencies.
3. A sick child should not be sent to his home. Instead, the child should be hospitalized and the parents are informed immediately. On their arrival, if they prefer to take the child home they should be permitted after obtaining a written request and individual health records (cards) of students maintained and verified by the Principal.

V. COMBINED DUTY

1. Preparation and implementation schedule of visit of Principal, Staff Nurse, Hostel Warden and House Master to the dormitories.
2. Enquire from House Captain about health and welfare of the students during visits.
3. Record observations of the Principal during visits to dormitories along with detailed instructions to House Masters and Staff Nurse in a register.
4. A suitable room with attached bathroom and other facilities should be set up as Medical Inspection Room (MI Room) along with essential medicine and equipment.

5. In case of any serious illness of the child and the Vidyalaya requires any expenditure to incur on them, the amount may be incurred by the Vidyalaya without any delay. Treatment cannot be delayed for want of fund.
6. To admit the child in hospital immediately in cases of serious illness and accidents.
7. A responsible employee to remain as escort in case of hospitalization.
8. To take additional help of District Administration, if need arises, to ensure medical facilities to the children. Wherever there is no doctor in nearby vicinity, the District Administration should be requested to arrange weekly visits of a medical team.
9. The individual health record should indicate the Status of Health during the quarterly health checkup and should be readily available in the Vidyalaya.
10. Regular mosquito eradication measures to be taken in Vidyalaya.
11. A regular action program should be prepared and implanted for avoiding seasonal contagious disease on account of water and weather etc.
12. Outside food stuff should not be permitted except items like Biscuits etc.
13. The cleanliness of mess surroundings, utensils and food preparations should be checked regularly by Cook, Staff Nurse and Principal. Regular arrangements for disposal of waste food stuffs should be made.
14. Toilets in all dormitories and common places are to be kept clean. Necessary disinfecting and cleaning should be done frequently to avoid contamination.
15. Kitchen and utensil, washing place should be kept clean. Necessary arrangements should be made for spraying of phenoyl, bleaching power and avoid water stagnation not to give scope for breeding of mosquitos, flies etc. Dining tables should be kept neat and clean.
16. When students are admitted in Class VI, a proper medical fitness certificate of Civil Surgeon will only be accepted.
17. Unless House Master and Teachers are in the regular habit of visiting the dormitories, eating with the children (not in separate tables) and talking to the children in general about their welfare, it is quite possible that a developing sickness in a child may go unnoticed.
18. To invite Eye Specialist and a Dental Surgeon from nearby Hospital for eye sight correction and dental hygiene of students in such a manner that eye and dental checkup of students is done preferably twice in a year.

National Education Society for Tribal Students

SOP for managing the Mess in EMRSs.

Eklavya Model Residential Schools (EMRSs) are residential in character and in such EMRSs proper messing arrangements are of great importance. For the effective and smooth functioning of hostel mess of these EMRSs, the following guide-points are to be ensured:

1. Managing the mess, as far as possible, be made by the EMRSs themselves be engaging cooks and helpers under the supervision of Vice Principal/ senior teachers. Help of students may also be taken for monitoring purpose.
2. The Chairman of VMC may also be associated and his help and guidance be sought in this direction.
3. In case, messing arrangements are to be made on contract basis, regular tender procedure must be followed. The finalized contractor may be asked to deposit security deposit and this amount be deposited in the EMRS Accounts.
4. The mess charge @Rs. 2205/- per student per month has been prescribed on uniform basis for all EMRSs. (Expenditure incurred on the engagement of cooks and helpers beyond the sanctioned posts will have to be met out of the stipulated amount. Required utensils, gas burners and gas cylinders may be purchased out of EMRS funds- to be confirmed by DC Finance.)
5. A Mess Committee consisting of Principal, Vice Principal/ Senior Teacher, House Masters, Warden, Cook and representatives of Staff and students may be formed to examine the expenditure of previous month and also to plan for the menu for present mess. This Committee shall be responsible for all messing arrangements viz. cleanliness, menu, checking of quality of food stuff control on contractor (if mess is run on contract basis) and maintenance of healthy discipline etc.
6. Staff nurse-will test the food stuff before it is served to the students.
7. Hostel mess should remain closed during breaks and vacations in which no student will be available in the campus.
8. Daily menu may be decided locally depending on the local cuisine including millets
9. All efforts should be made to see that students learn proper etiquettes while dining in the dining hall. House Masters and Hostel Warden will supervise and guide the student accordingly.
10. Principals are supposed to provide all required physical facilities like furniture water, electricity, utensils, cooking materials etc. They are also advised to see that all the other related arrangements are made for proper running of the hostel mess.
11. Staff nurse will ensure personal hygiene of the personnel involved in the preparation of food.
12. Menu to be followed is to be displayed in the dining hall and notice board.
13. If mess is outsourced, quality and quantity are to be specifically mentioned to satisfy the needs of the students.

14. Management of waste disposal is to be ensured with regard to kitchen waste, and leftover food stuff, if any.
15. After the meal, the dining hall is to be properly cleaned everyday immediately. Same is the case with respect to utensils also.

National Education Society for Tribal Students

SOP for Constitution of Committees at State & District Levels for Regular Inspection of Quality of Food and Mess Arrangements of the EMRS

In order to ensure providing quality food to the students of EMRS, the following guidelines are provided:

- Constitution of committees at State and district Levels to regularly undertake the inspection of the quality of food, arrangements in the mess, health, hygiene etc.
- Carrying out periodic inspections of EMRS through the committees to look into the quantity and quality of food served to the students and also hygienic conditions of the dining hall, kitchen and its surrounding.
- Constituting two committees, one at the State Level and the other at the District level. While the District Level Committee will periodically inspect the Vidyalaya (once in a quarter) and issue them necessary guidelines and directions, the State Level Committee will visit selected EMRSs as per their convenience/plan.
- The composition of the proposed committees at Regional Level as well as the District Level are as under:

(I) *State Level Committee*

- | | | |
|---|---|-------------------|
| 1. Nodal officer in the state concerned | — | Chairman |
| 2. One eminent educationist with background of managing residential institutions. | — | Member |
| 3. Director, School Education of the State | — | Member |
| 4. One renowned social worker | — | Member |
| 5. One officer of the State | — | Member-Secretary. |

(II) *District Level Committee*

- | | | |
|--|---|------------------|
| 1. Joint Collector/Additional District Magistrate/ Officer nominated by the Chairman | — | Chairman |
| 2. District Civil Supplies Officer | — | Member |
| 3. District Medical and Health Officer | — | Member |
| 4. District Education Officer | — | Member |
| 5. One Public Representative to be nominated by the Chairman, VMC | — | Member |
| 6. Principal of the concerned EMRS | — | Member-Secretary |

The responsibilities entrusted to the above committees are as follows:

The Committee shall:

- (a) Periodically visit the EMRS and examine the regular menu including the nutritional value of the food served.
- (b) Oversee the effective functioning, planning, execution and effective functioning of the Mess.
- (c) Undertake surprise check to ensure supply of quality of ration items like rice, atta, dal, oil, milk, vegetables, etc.
- (d) Supervise the procedure and disciplines followed in the dining hall by the students.
- (e) Inspect the sanitation facilities in and around the kitchen and dining hall.
- (f) Have interaction with the students about the quality and quantity of food served.
- (g) Suggest guidelines for the improvement of quality and quantity of food within the financial allocation.
- (h) Look into other related issues to ensure qualitative, quantitative and nutritious food.

Committees at State and District Levels are to be constituted to ensure effective management of the Mess.

National Education Society for Tribal Students

MEASURES FOR SAFETY AND SECURITY OF CHILDREN - ROLE OF PRINCIPALS AND STAFF

EMRS being co-educational and residential in nature, it is the prime responsibility of the Principal and staff to ensure safety and security of children till they remain on the role of the school. The Principal and staff of the EMRSs are expected to ensure that Safety and security and good health of students are given paramount importance. Some of the preventive measures for safety of the children in the EMRSs are given as under: -

A. *Precautionary Measures in respect of illness*

1. Preparation and implementation schedule of visit of Principal, Staff Nurse, Warden and Housemaster to the dormitories.
2. Enquiring from House Captain about health and welfare of the children during visits.
3. Recording observations of the Principal during visits to dormitories along with detailed instructions to House Masters, Hostel Wardens and Staff Nurse.
4. Verification and recording compliance of instructions issued by the Principal on daily basis.
5. The Housemaster to submit daily report to the Principal indicating the welfare and presence of children.
6. The Staff Nurse will attend the sick child immediately. No illness of the child is to be taken casually or in a routine manner. Instead the symptoms of illness and medicines given should be recorded in the register.
7. The sick student should not be left alone in the dormitory at any time.
8. The sick child is to be kept under the supervision of the Staff Nurse or warden.
9. A suitable room should be set up as Medical Inspection room equipped with essential material and with attached bathroom and other facilities.
10. The House Master and Hostel Warden have to ensure that the child is being provided medical treatment properly.
11. Necessary arrangements should be made for special diet if necessary and instructions are issued to Cook / Mess staff/ Mess Incharge by the staff Nurse accordingly.
12. A qualified Doctor of the nearby Health Centre / Hospital should be consulted.
13. After diagnosing the illness, the parents may be informed if the nature of illness requires long treatment. Arrangement is to be made by the EMRS for proper treatment of the students.
14. If the illness of the child cannot be diagnosed immediately, the child should be immediately shifted to a nearby hospital for further examination.
15. Medicines prescribed by the doctors should be given to the students only by the Staff Nurse. No Teacher or Principal should administer medicines on their own to sick child.

16. In case of any serious illness of the child, the expenditure is to be incurred by the EMRS without any further delay
17. The records about the sick children are to be maintained and informed to the Principal daily in the evening by the Staff Nurse.
18. In case of hospitalization of the student, a responsible employee to remain as escort constantly with the patient and follow up action.
19. To take additional help of District Administration, if need arises, to ensure medical facilities to the children. Wherever there is no doctor in nearby vicinity, the District Administration should be requested to arrange weekly visits of a medical team.
20. A sick child who needs in patient treatment should not be sent to his home. However, the child should be hospitalized and the parents are informed immediately. On their arrival, if they prefer to take the child home they should be permitted after obtaining a written request and individual health records (Cards) of students maintained and verified by the Principal.
21. Full medical check-up of the students may be conducted once in a quarter for all the students.
22. The individual Health Record should indicate the Status of Health during the quarterly health check-up and should be readily available in the school.
23. Staff Nurse has to maintain all records of regular medical check-up of the students and maintenance of Health Record and for monitoring of health problems of the children of the EMRS.
24. Regular mosquito eradication measures to be taken in EMRS.
25. The Principal has to ensure availability of sick room, Staff Nurse / common medicines / Consultant Doctor / vehicle for hospitalization of children in emergencies.
26. A regular action program should be prepared and implemented for avoiding seasonal contagious disease on account of water and weather etc.
27. Outside food stuff should not be permitted except items like Biscuits etc.
28. Personal hygiene of Mess workers and conditions in the kitchen and Mess are checked by Staff Nurse at least once in a month.
29. The cleanliness of mess surroundings, utensils and food preparations should be checked regularly by Staff Nurse and Principal. Regular arrangements for disposal of waste / food stuffs should be made.
30. Adequate care should be taken with regard to drinking water. The Staff Nurse should be instructed to ensure that the water is properly purified / chlorinated before using for drinking purpose.
31. Toilets and sanitary conditions should be kept clean. Necessary phenolic and cleaning should be done frequently to avoid contamination.
32. Kitchen and utensil, washing place should be kept clean. Necessary arrangements should be made for spraying of phenoyl, bleaching powder and avoid water stagnation to ensure not to give scope for breeding of mosquitos, flies etc. Dining tables should be kept neat and clean.

33. Arrangements must be made for regular supervision and cleanliness of dining hall, washing places, etc. to avoid unhygienic conditions.
34. When new students are admitted in various classes, a medical check up may be arranged

B. *Measures to Prevent Children from Dangers of Water and Drowning*

In order to prevent death incidents due to various factors like drowning, the following measures are to be adopted: -

- i) Construction of compound wall is to be given top priority which may help in keeping proper supervision and control over children and prevent trespassing.
- ii) The open wells and ponds, if exist in the campus, are to be provided with protective wall and iron grills covering the well and the movements of the students are restricted towards it.
- iii) Not to allow children to go towards the nearby river, canals, ponds and railway tracks and to take bath using water from the overhead tanks by climbing on the terrace.
- iv) Movements of children is to be strictly watched through formation of groups.
- v) Children should not be permitted to go outside the school premises for the bathing / washing clothes etc.
- vi) The presence of the students in the campus at all times should be strictly enforced. Strict discipline and to check the unauthorized absence of the students from the EMRS is to be given paramount importance.
- vii) The students with a history of disappearance or running away from the campus without proper permission are to be given special attention and a vigil is regularly kept on them.
- viii) The root cause for such behavior of the child must be ascertained from parents and parents be informed accordingly and corrective steps taken.
- ix) For certain ritual and functions which are observed in the Campus, necessary precautions and arrangements to be made in advance. Children should not be permitted to go on rallies for immersion of idols in tanks, ponds and wells etc.
- x) No procession should be allowed to move from campus in the eve of any religious celebrations.
- xi) No student should be allowed to go on leave without written request of the parent or the person authorized by parent. This will ensure that the students are away from water bodies.

C. *Preventive Points from Suicide Actions*

1. The House Masters, Warden and Teachers should develop the regular habit of visiting the dormitories and dining hall and talking to the children in general about their welfare.
2. Frequent interaction of House Master and Hostel Warden with the students needs to be developed in order to attend to the problems of children on regular basis more so their psychological, physical and emotional problems.

3. Proper regular counselling of the children through Counsellor is to be done to help the disturbed children, who are under depression.
4. Continuous communications between the child and the teacher should be maintained with proper follow up action.
5. No student should stay inside the dormitories during class hour. All the dormitories should be locked after the classes are commenced.
6. Psychological behaviour of the students should be watched closely in order to avoid shyness, depression and aloofness of the students which may cause any sort of unforeseen incidents.
7. Corporal punishment to the students is strictly prohibited. Insulting in public referring to their parentage, caste, community etc. by the teachers is viewed seriously and necessary action will be initiated against erring staff.
8. Proper counselling should be done either by Counsellor/ Hostel Warden/ House Master or class teacher / Principal in case of any mistake like stealing, telling lies by the students.
9. In case the student is not mending his behaviour it should be reported to his parents and after giving one or two chances for improvement, necessary action should be taken.
10. Emotional behaviour of the students should be watched and guided properly.
11. Children in EMRSs are generally admitted at the tender age of 9 to 13 years, which is a pre-adolescent or adolescent age which need counseling and continuous guidance to become physically fit, mentally alert and emotionally balanced.
12. The educational process is expected to be pleasant, attractive and motivating to the child, if firm trust is established between a child and the teacher. The bond of friendship and affection can be strengthened, if the teacher understands the issues and sympathetic.
13. Knowledge of child psychology will help the teacher in understanding and dealing with children of different abilities aptitudes and dispositions who come to EMRSs from heterogenous socio-economic basic grounds.
14. The teacher is the best judge to identify any behaviour, emotional, social, language problem in child and to provide proper stimulus, appropriate activities, necessary guidance and plentiful insight.
15. Each teacher should be a guide, friend, philosopher and counselor to a child to ensure that he / she contributes to overall development of children.
16. Students' problems must be listened patiently, politely and resolved.
17. Informal conversation with the pupils by way of discussions with peers and planned observations in hostels, classrooms, playground should be developed.
18. House Masters and wardens should ensure that the students get their daily use items and all other assistances in time so that their outside movement may be stopped.
19. The Principal and House Master must check progress of students performance in academic , sports and CCA and continue to guide the children. He should develop the sense of belongingness and security among the students.

20. Suicidal tendencies are very deep rooted. Family history play an important role. All House Masters and Wardens should collect the family history of the child through informal discussion with the child / guardian / visitors and will keep a record. They should invariably inform the Principal.
21. Generally, the suicidal incidents take place due to the child being over protected at home, feel badly homesick, gets disturbed, unable to tolerate fear of getting fail, to come up to expectations of their parents, Extreme Humiliation by the fellow students / Teachers / Principal etc. These may be taken care of. The same may also happen when the students report after vacation / leave.
22. School should develop a good social, authentic and environment friendly educational climate in the school.
23. Any child noticed disturbed, should never be left alone. His attention should immediately be diverted to an activity of his choice.
24. Awards to good students play an effective role than punishment. Children should never be scolded in public for their mistakes but they are to be made to realise.
25. Every child needs kind behaviour from senior students, teachers and Principal.
26. The child should feel himself / herself at home, safe and secure in the EMRS.
27. Minimize threats to the child.
28. Too much critical command by Teachers / Principal is to be avoided.
29. Child should be heard, he / she should be enquired, if he / she is looking upset, he / she should be guided, counseled and timely help and assistance provided to him / her.
30. The prefects should be given more responsibilities. They should be made responsible / accountable for the duties assigned to them.
31. Shy, Isolate, neglected children should be identified and watched and they are taken care of properly.
32. Children on account of family disturbances like separation of parents, family, etc. are to be specially attended.

D. Preventive Points to avoid Electrocution

1. The Principal, House Masters, Hostel Wardens and other teachers must conduct fortnight inspection of the class rooms, dormitories, dining hall, toilet and bathroom blocks to specifically to find out whether the electrical wiring and points are in order. In case they find any uninsulated live wires, the wiring must be changed and electricity dis-connected till such defects are set right. Nobody should tamper with the distribution boxes with the fuse carriers.
2. The electrical wiring and points are to be kept in order. In case of any uninsulated live wire is found, the wiring must be changed and electricity disconnected till such defects are set right.
3. The distribution boxes of electrically should be locked and the keys should be kept only under the custody of electrician or In charge House Master.
4. Immediate necessary measures should be taken to repair the loose wiring / connections.

5. In case of any such need Electric gadgets should be handled by responsible employee of the school.
6. In a few cases trees are planted just below the electric line. Whenever the branches grow, it touches to the LT line and sparks dangerously. It should be checked regularly and branches should be dressed off in such a way that it will not touch to the electric wire at any time.
7. Students should be warned not to touch electric poles.
8. The Principal, House Masters, Hostel Wardens and other teachers must conduct fortnight inspection of the class rooms, dormitories, dining hall, toilet and bathroom blocks to specifically to find out whether the electrical wiring and points are in order. In case they find any uninsulated live wires, the wiring must be changed and electricity dis-connected till such defects are set right. Nobody should tamper with the distribution boxes with the fuse carriers.

E. *Safety Measures during Travels.*

The safety of students travelling from one place to other is the prime responsibility of the escort(s) Particular care on the part of the escort(s) is needed to eliminate recurrences of unfortunate incidents.

1. Before proceeding for any journey, the children and the escort teachers should be briefed about all the details of the journey and precautions to be taken. Emergency contact numbers are to be shared with all.
2. Escorting teacher should always be watchful to ensure that all students are present in their respective berth/seats.
3. Lady teachers have to invariably escort when girls are travelling. Even if there is one girl, there must be a lady teacher.
4. To maintain proper vigilance for safety of the luggage material to avoid any theft or missing.
5. Minor first aid, medicine / materials are to be kept with the escort to meet in emergency of sickness.
6. It is the responsibility of the escorts to take the students on journey with utmost safety and security.
7. Valid identity card must be kept by the students during journey. Children should never be sent unescorted.
8. Food after satisfying to be hygienic is to be served during journey.
9. Food articles sold through unauthorized vendors is to be avoided strictly.
10. Strict instructions are to be given to the children not to move outside the compartments without escorting or to get down at the stations other than destination.
11. Eating street made food, rash running, frequently standing on window side and peeping outside are to be avoided and the students are to be instructed accordingly.
12. The escorting teacher must invariably travel in the class of accommodation and in the same compartment of the students.
13. The students may not be permitted to leave the compartment without escorting.

14. Normally, efforts should be made that all arrangements for food are taken by the incharge of the party before undertaking the journeys.
15. In case the contingent is very large, students are divided into groups , one escort is to be deputed for each group, who will be responsible for the group. Normal criteria for number of escorts are one for 10 or less than 10 students and one for every additional group of 10

F. General Safety Measures

1. Fencing should be provided to the steps of overhead tank, if any, to avoid children climbing over head tank.
2. The broken railing of stairs should also be got repaired immediately.
3. The safety and security points of the children should be discussed periodically by the Principal, Housemaster, Warden and other teacher and chalk out strategies.
4. A safety and security committee should be formed. The committee will meet once in a quarter to discuss about safety measures to be adopted by the Schools.
5. Security briefing should form a part of regular program of morning assembly.
6. Broken furniture, naked iron rods etc. should be stored somewhere where there is no frequent movement by the students.
7. Students should be forbidden to keep any type of weapons, toxic drugs, Pornographic books and photographs etc. with them. Surprise checking should be done quite often.
8. Timely arrival of the students is to be ensured to the assembly, class and other common areas of participation. Unauthorized absence needs to be checked without any delay.
9. Sometimes students come late to the class after short breaks which needs to be checked. No students should be allowed to go to dormitory during small break/recess
10. Proper drinking water in to be provided during class hours. Students should be kept fruitfully busy so that they may not indulge themselves in indiscipline activities.
11. Adequate care is to be taken while working in science laboratory. Handling of glass wares or heating of things must be done carefully. Wherever gas cylinder is used for the laboratory purpose, proper care must be taken to operate to avoid fire accidents.
12. Since the EMRS is having a very vast campus, there may be chances of having long grasses and marshy areas, bushes etc. Care should be taken to clean weeds and bushes all through the campus and marshy areas should be filled with soil or sand to avoid any mis-happenings. Steps must be taken to utilize the whole land for fruitful purposes.
13. If the whole campus is properly utilized, proper pathways should be created and flood lights should be placed in different places in the campus, specially near the boys' and girls' dormitories.
14. Antivenom is to be stored by the Staff Nurse to meet the emergencies, if any.

15. Entry to the campus should be ensured from one main gate only. There should be a gate book where entries of outsiders/visitors should be made. Students who go outside with parents should show the gate pass issued by the House Masters and countersigned by Principal and should make entry in the gate book.
16. Not to allow the parents/persons to meet the children frequently to avoid emotional disturbances in respect of other students.
17. Meeting of parents individually with the Housemasters, Wardens and teachers may be organized to brief about the performance of the child.
18. Stream line and systematize the daily routine activities. While framing the daily routine activities, it should be kept in mind that as far as possible the students should be kept actively involved in academics and co-curricular activities.
19. Participation of students in the management will prove helpful in avoiding accidents and mishaps. Students should be kept engaged in organizing various programs and workshops to develop extra-curricular skills.
20. Entry of movements of animals like stray cattle, dogs, pigs etc. should be checked inside the campus.
21. Cases of molestation of students must be viewed very seriously. The Principal should without delay provide a complete report to State Society to take necessary disciplinary action against the culprits.
22. Regular roll call and attendance by House Master is to be ensured at all places where the students assemble. The attendance Register of Houses to be verified and countersigned by Principal after night roll call daily.
23. Every student should be given a patient hearing and counselled accordingly with feedback.
24. Any person / parent visiting school must obtain permission from House Master to meet the students invariably by mentioning in the visiting register with his name, address, purpose, date and time of arrival and departure which must be seen by the House Master and Principal.

G. Measures to be Adopted in Case of Missing of Child

1. Housemaster and Warden will report to Principal immediately.
2. Principal will report to Police Authorities and District Collector / Magistrate.
3. Pass on the information to the Parents by phone immediately or by special messenger.
4. Report to State EMRS Society through letter followed by detailed follow up actions taken by the EMRS.
5. Searching soon after noticing missing of the students.
6. Arrange broad cast through Radio, T.V. and publish in Newspaper.
7. Constant touch with District Collector / Magistrate, Police Authorities and Regional Office.
8. To inform as and when the child is traced out.
9. To ascertain the reasons for absconding / missing of the child.
10. To take corrective measures to ensure that the child does not repeat.

11. Keep close watch on the movement of child.
12. To discuss with parents and bring to the notice of the Deputy Commissioner of Regional Office in case of history of disappearance.

H. *Procedural Code to be Adopted in Case of Death Incidents*

1. The House Master will report to the Principal immediately.
2. The Principal of EMRS will inform the Deputy Commissioner / Regional Office / District Collector / Magistrate and Police authorities immediately by phone or fax.
3. The parent should be informed immediately on phone or special messenger.
4. The Principal has to ensure that the Parents / guardians are assigned and briefed them about the situation.
5. Principal has to ensure Conduct of postmortem.
6. Assist the parent to carry dead body up to the native place.
7. To attend funeral.
8. To console the parents.
9. To organize condolence meeting in the school.
10. To provide all possible courtesy moral support and help to parents.
11. Soon after receipt of information, the Deputy Director RO will rush to the school for inquiry. All death cases are to be enquired by DD personally.
12. To identify the causes, events of death.
13. Obtain statement of Principal, Staff Nurse, and House Master, Warden students and other associated persons.
14. Take immediate disciplinary action / wherever feels necessary and inform to NESTS Hqrs.
15. Statement of parents to be obtained, if feels necessary.
16. Send detail report of death along with relevant reports and statements.
17. The finding of report should be clear. Matters related to specific event will only be reflected in the report.
18. If a child dies in hospital while undergoing treatment, Statement of the doctor is to be obtained.