

ANNEXURE -A

TECHNICAL REQUIREMENT FOR PROVIDING MAN POWER SERVICES FOR 100/200 SEATED GIRLS' HOSTEL

Qualification and Experience of personnel to be engaged in the 100/200 Seated Girls' Hostel as "Lady Matrons".

I. Eligibility Criteria

- The candidate to be engaged as Lady Matrons must be of minimum thirty (30) years and maximum sixty years and possess a minimum educational qualification of Graduation from a recognized University/ Institution. No relaxation shall be admissible.
- The outsourcing agency shall provide Lady Matrons belonging to same ward, hamlet, village, block or district where the hostel is situated in that order of preference. In case many candidates are available within same location, preference shall be given to ST, SC and OBC candidate in that order.

II. Duties and responsibilities of the Lady Matrons

- **Foster Care Role:**

The Lady Matron shall act in the capacity of a foster mother, providing care, supervision, emotional support, and guidance to all girl boarders, and shall reside all times within the hostel premises as part of her engagement.

- **Day and Night Supervision:**

She shall remain present in the dormitory during the daytime when the boarders attend school or co-curricular activities and shall sleep inside the girls' dormitory during night hours, maintaining custody of the hostel keys at all times.

- **Cleanliness and Hygiene:**

She shall ensure the cleanliness and hygiene of the dormitory, toilets, bathrooms, and surrounding areas by actively involving the girls and coordinating with the attendant on duty.

- **Prevention of Unauthorized Entry:**

She shall strictly prevent entry of any male person or unauthorized individual into the hostel premises and shall immediately report any attempted breach to the Headmaster/Assistant Superintendent.

- **Monitoring Academic Participation:**

She shall attend to any girl returning to the dormitory without participating in school or co-curricular activities, record the reason in writing, and take necessary remedial measures.

- **Health and Medical Coordination:**

She shall maintain regular liaison with the ANM/Health Worker for medical needs of the girls, promptly inform the Headmaster/Assistant Superintendent, and provide maternal nursing care to sick or ailing boarders.

- **Ensuring Attendance and Discipline:**

She shall ensure that all boarders attend classes, study hours, and scheduled

activities on time, and shall monitor their punctuality and participation.

- **Infrastructure and Safety Checks:**

She shall periodically inspect furniture, cots, electrical points, water supply systems, bathing spaces, kitchen areas, rooms, wirings, fixtures, and sanitation facilities to ensure safety and identify any damage, malfunction, or hazard requiring timely action.

- **Student Interaction and Welfare:**

She shall maintain a cordial, empathetic, and supportive relationship with all girl boarders, interact regularly to understand their needs, concerns, or personal issues, and assist them in overcoming such challenges.

- **Emotional and Behavioral Monitoring:**

She shall keenly observe any signs of emotional distress, behavioral change, depression, anxiety, or vulnerability among the girls and promptly bring such matters to the notice of the Headmaster/Assistant Superintendent for counselling or intervention.

- **Compliance with Assignments:**

She shall carry out any other hostel-related duties assigned by the Headmaster/Assistant Superintendent, provided such duties do not compromise the safety, security, or dignity of the girl boarders.

- **Daily Reporting:**

She shall report daily to the headmaster of the school to which the hostel is attached and maintain continuous coordination regarding student welfare, discipline, hostel functioning, and administrative requirements.

- **Assignment of Additional Duties:**

The headmaster may assign additional duties as per administrative needs, subject to the condition that such duties shall not, in any manner, compromise or conflict with the safety, care, protection, or security of the girl boarders.

III. Code of Conduct for Lady Matrons

- The Lady Matron shall, at all times, maintain dignity, discipline, and exemplary conduct, reflecting the standards expected of personnel entrusted with the care and welfare of students staying in hostels.
- The Lady Matron shall not engage in harsh, abusive, discriminatory, intimidating, or degrading treatment towards any student under her supervision. Any such act shall be treated as gross misconduct.
- The Lady Matron shall not practice favoritism, partiality, or extend undue personal influence in any matter concerning students, staff, or hostel administration.
- The Lady Matron shall strictly maintain confidentiality and secrecy with respect to all student-related information, issues, grievances, and records, and shall not divulge or misuse such information for personal, political, or any other extraneous purposes.
- The Lady Matron shall not engage in any form of political, religious, or personal propaganda within the hostel premises, nor shall she involve students in such activities directly or indirectly.