

GUIDELINES

1. Please ensure that you have land available and it is suitably located for a Working Women's Hostel.
2. Please remember that the hostel is meant for working women whose income does not exceed Rs.5,000/- (consolidated) per month as their needs are for privacy, comfort, economy, safety and friendly company.
3. Please keep in view the potential residents of your hostel and try to provide essential needs and comforts for them,
4. Discuss the needs with your architect and then see the land sketch of the building before getting the plans .made. Do not leave it to your architect only.
- 5 Please exercise maximum economy in the lay out and building specifications.
6. You may try to provide (a) Common bath-rooms and toilets on each floor instead of attaching them to each room. It saves cost. (b) Lockable Cupboards for each inmate in a room with storage space over /below it and (c) small Kitchenette on each floor which can give facility to women to cook and save money and avoid use of rooms for cooking leading to maintenance problems. You may also attach a Day-Care-Centre for children to your hostel for 25-30 pre-school children. It should have a minimum floor space of 20 Sq.ft. per child. There can be 2-3 rooms of 150 sq.ft. each and a kitchen, a wash room and a lavatory each of 50 sq.ft. in a city and one room of about 150 sq.ft. with a small wash room in ural areas.
7. A common lounge/recreation room/dining room, kitchen and store are essential.
8. The size of a single room can be about 10'x10'. The room and toilets should be so laid out that they are well ventilated and well lighted,
9. Accommodation for the warden should be provided in the hostel building itself to facilitate supervision and guidance.
10. Please keep adequate funds for furniture and furnishings in the hostel as this is not an item eligible for assistance under the scheme.
11. Please remember that the hostel and the Day-Care Centre have to be run on no profit basis.
12. Encourage group activities for the residents and provide for guidance to them when needed.

13. Have arrangements for a doctor to be available for consultation for the residents.
14. Ex-servicemen may be considered for gainful re-employment on watch and ward duties.
15. Competitive rates may be obtained before construction work is entrusted to any individual or body. The Building Committee including representatives of the Social PWD/CPWD, Social/Women's Development/Department/Directorate & State Social Welfare Advisory Board should be set up for implementing the project.
16. There should be formal rules and regulations for the admission of residents to the hostel and children to the day-care centre and for the hostel administration lying down the form of application, procedure, rent/license fee and charge etc.
17. There will be Hostel Management Committee for looking after the management of the Hostel in which a representative of State Govt./Union Territory Administration; State Social Welfare Advisory Board and the representative of the residents of the hostel shall invariably be included. The meeting of the Hostel Management Committee will be convened as frequently as possible, at least once in three months.
18. Reasonable amounts should be kept from the hostel receipts to ensure regular maintenance of the building Maintenance, repairs etc. in the building should be regularly taken up to ensure that the building remains in good conditions.