

# SIKKIM



**GOVERNMENT**

**GAZETTE**

**EXTRAORDINARY  
PUBLISHED BY AUTHORITY**

**Gangtok**

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**No. 361**

**GOVERNMENT OF SIKKIM  
EDUCATION DEPARTMENT  
GANGTOK**

**No. 237/Adm/Edn**

**Dated: 18/07/2024**

## **NOTIFICATION**

With the approval of the Government, Education Department hereby constitutes the following Hostel Management Committee for all Government Schools with Hostel facilities.

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|---|---------------------------|
| <b>1. District Collector, Concerned District</b>                    | <b>: Chairperson</b>      |
| <b>2. Chief Education Officer, Concerned District</b>               | <b>: Vice Chairman</b>    |
| <b>3. Superintendent of Police, Concerned District</b>              | <b>: Member</b>           |
| <b>4. Councillor/ Ward Panchayat Member, Concerned jurisdiction</b> | <b>: Member</b>           |
| <b>5. District Child Protection Officer, Concerned District</b>     | <b>: Member</b>           |
| <b>6. SMC President/Chairman of concerned schools</b>               | <b>: Member</b>           |
| <b>7. Head of Institution of concerned schools</b>                  | <b>: Member Secretary</b> |

The Education Department hereby notifies the following terms and conditions for effective management and smooth functioning of school hostels:

1. To oversee and ensure the effective management and smooth functioning of the school hostel including the safety and well being of the students.
2. To ensure that all policies and procedures related to hostel management are in compliance with government regulations.
3. Regular review and update on hostel rules and guidelines to maintain a safe and conducive living environment for students.
4. Ensure proper implementation of safety measures, including fire safety, hygiene standards and emergency protocols.
5. Monitor the overall wellbeing of the students residing in the hostel, including physical, mental and emotional health.

6. To address grievances and issues raised by students, parents or staff regularly by hostel faculties or management.
7. Organise orientation and awareness programs for students on hostel rules, safety measures etc.
8. Develop and implement a clear protocol for handling untoward incidents including accidents, health emergencies and disciplinary issues. Ensure that all incidents are promptly reported, documented and investigated. Provide support and counselling to affected students and staff in the aftermath of any incident.
9. The Member Secretary is the primary manager responsible for the daily operations of the hostel and may act as the Hostel Superintendent/Warden. The committee may also arrange any suitable candidate to ensure the smooth functioning of the hostel, if they desire so.
10. The committee shall meet atleast twice a year to review the functioning of the hostels and address any issues. Special meetings may be called by the Chairperson in case of emergencies or significant incidents.

The Member Secretary of the Hostel shall maintain records of all meetings and decisions taken by the committee.

**Tashi Chopel**  
**Secretary (School Education)**  
**Education Department**  
**Govt. of Sikkim**