

**TRAINING FOR ALL (TFA) - INTENSIVE TRAINING PROGRAM (ITP) -TRIBAL
WELFARE DEPARTMENT (TWD) GOVERNMENT OF TELANGANA**

TRAINING COURSE ON
ROLE OF HOSTEL WELFARE OFFICERS IN HOSTEL ADMINISTRATION

TO
HOSTEL WELFARE OFFICERS OF TRIBAL WELFARE

DEPARTMENT
DESIGNED BY

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1. Client

Commissioner, Tribal Welfare Department, Hyderabad, Telangana State.

2. Context

Tribal Welfare Hostels have been established by the Tribal Welfare Department to provide residential facilities to the Scheduled Tribe students whose families are residing in far flung forest and hilly areas at which proper schooling is not provided and hence admitted in the schools far away from their homes.

Hostel life plays an important role in student's life. It teaches them a sense of responsibility in matters of taking care of books, clothes and health. Students do all the works with their own hands. Thus they become self-dependent. They try to adjust themselves with all kinds of situations.

The Hostel Welfare Officer of the hostel acts as the head of the family. The students adhere to a new routine life. Students have their study hour and meal hour in hostel. They do not get any scope to neglect their study. They are free from the worries of home. They devote themselves sincerely to their studies. Students develop a sense of friendship and fellow feeling. They read, play, dine and sit together. Further, reading in company is more helpful to them than reading alone.

(136) TW prematric hostels and (163) Post Matric college hostels are functioning in Telangana state and nearly 45000 students are residing in these TW Hostels. (244) Hostel Welfare Officers and (700) Class -IV staff (Cook, Kamati and Watchman) are working in TW Hostels. The Hostel Welfare Officer will work as administrator for Hostels.

In Tribal Welfare Department, Hostels are well equipped with sufficient infrastructure. The Tribal Welfare Department have a specific goal to provide quality education and overall development of children.

Hostel Welfare Officer plays a vital role in:

1. Provides for the proper use, reasonable care and appropriate maintenance of the physical and human resources of the institution.
2. Plan and organize the students in effective learning process and in overall development of the students.
3. Develops and maintain the records and registers of hostel activities.
4. Develops Hostel Development Plan.
5. Develops and maintain channels for communication between school and community.

But the Hostels have become only boarding and lodging facilitators to the students. Hostel Welfare Officers are not able to administer the TW institutions and many of them are not achieving the specific goals of the Department with the available human and physical resources. It is mainly on the account of the following ground:

- (1) Lack of knowledge and skills on Team building
- (2) Lack of self-Regulation
- (3) Lack of proper environment to learn
- (4) Lack of knowledge in proper utilization of resources and administration skills.
- (5) Lack of updating in their roles and responsibilities

3. No. of participants:

The number of trainees from Tribal Welfare Department is (244).

4. Target Group

All the Hostel Welfare Officers of Tribal Welfare Department.

5. Performance problem:

The lack of administrative Knowledge and Skills among the Hostel Welfare Officers of TW Hostels leads to:

- Academic standards targeted by the Department are not being achieved up to the mark.
- Resources available in the institution are not being utilized effectively.
- There is inevitably some overlapping and lack of coordination among Hostel Staff.
- Failure to maintain rapport between school and the community
- Failure to furnish the reports to the concerned higher authorities in time.

6. Training Needs

A systematic Training Need Analysis (TNA) of Tribal Welfare Department (TWD) was conducted by MCRHRDIT with the collaboration of TWD, Hyderabad. 20% of the Target Group was studied. The final draft of TNA was validated with the MCRHRDIT. From the TNA the following training needs have been clearly noticed:

1. Lack of knowledge and skills on improving academic standards
2. Lack of knowledge and skills on utilization of human and physical resources available in the institution
3. Lack of knowledge and skills on Community Mobilization functions
4. Lack of knowledge and skills on maintenance of registers
5. Lack of knowledge and skills on ICT.
6. Lack of

7. Entry Behavior

- Most of the Target groups have been recruited 15 - 20 years ago.
- Some of the HWOs have been recruited recently.
- Trainees who have more than 2 years service are included.
- Majority of the trainers have not undergone trainings in developing Hostel administrative skills previously.

Their entry behavior will be assessed in two ways:

- Pre - Course Questioner will be sent to all the participants in advanced to find out their specific need.
- During the inaugural session course sharing of expectations will be carried out.

8. Design Constraints

Tribal Welfare Department provides supports in all aspects like Policy, Priority, Budget, Time, Venue, Resources, Trainees, and Trainers. Hence, there are no constraints regarding these factors

9. Aim

The course aim is to equip the Hostel Welfare Officers of TW Department with Knowledge and skills on administration of Hostels.

10. Benefits of the Programme

- Trainees will be able to improve their administration and hostel development skills then they will have more confidence in their duties and responsibility.
- Participants will be motivated towards affective work.
- The quality in maintenance of hostels will be improved
- TW Hostels will be Strengthened
- The department credibility will be improved

11. Learning Units

- (1) Origin of Hostels - Admission process in TW Hostels - Providing incentives to students.
- (2) Roles and Responsibilities of Hostel Welfare Officers
- (3) Implementation of Information Communication Technology in Hostel Administration
- (4) Hostel Development Plan
- (5) Standard Operation Procedure (SOP) / Guidelines for Prevention of COVID-19 While Reopening of Schools.

12. Training Objectives

At the end of the training participants will be able to:

1. Describe the procedure of admission of students and providing incentives to students
2. State the Roles and Responsibilities of Hostel Welfare Officers
3. Utilization of Information and communication technology in hostel administration.
4. Prepares hostel development plan.
5. Explains the Standard Operation Procedure (SOP)/ Guidelines for Prevention of COVID-19 While Reopening of Schools.

13. Enabling Objectives of all Training Objectives

TO No. 1: The role of HWO in admission of students and providing incentives to students

EO of TO No.1: At the end of the training the participants will be able to:

1. Explain the vision and mission of the establishment of hostels.
2. Describe the procedure of admitting the students.
3. List the incentives to be provided to the admitted students.

TO No.2: State the roles and responsibilities of HWO **EO of TO No.2:** At the end of the training the participants will be able to:

1. State the importance of maintenance of physical resources of the hostel.
2. Develops coordination among the hostel staff.
3. List out the registers and records to be maintained.
4. Identify the steps involved in filling of registers.
5. List out the records to be produced during the time of inspection of higher officials.
6. List activities to be implemented for overall development of the students
7. Develops rapport among hostel and community.
8. States the activities to be taken for monitoring the health of students.

TO No. 3. Implements Information and communication technology in hostel administration:

EO of TO No. 3: At the end of training the participants will able to:

1. Describe the steps involved in preparation of online bills through Annapurna software.
2. Provides the hostel data in e-hostels portal.
3. Prepares online bills in e- hostels portal.

TO No. 4: Prepare the hostel development plan:

EO of TO No.4: At the end of the training the participants will be able to:

1. State vision and mission of hostel develop plan
2. Describes the procedure in preparation of Develop plan
3. Prepares a hostel development plan

TO No. 5: Explains the Standard Operation Procedure (SOP)/ Guidelines for Prevention of COVID-19 While Reopening of Schools

EO of TO No.5: At the end of the training the participants will be able to:

1. Express the SOP
2. List out the activities of prevention of COVID-19

Learning Unit	Content/ Sequence	Method	Media	Performance Aid	Time	Trainer	Assessment Measures
Vision and Mission of TWD	Vision of TWD	Lecture	Projector, Board, Board Marker, Charts	Glossary of Vision and Mission of TWD	10 Mins	Subject Expert from TWD	Question and Answers
	Mission of TWD						
Demographic Areas of STs in Telangana	a. Areas of Tribal Population b. Deferent Sub Tribes & Population c. PVTGs names and population	Lesson	Projector, Board, Board Marker, Charts	Map of ST Demographi ca l Area of TS	10 Mins	Subject Expert from TWD	Question and Answers
Schedule Area and Plain Area	Introduction to Schedule Area a. Definition b. Geographical Area	Lesson	Projector, Board, Board Marker, Charts	List of Schedule Area	10 Mins	Subject Expert from TWD	Question and Answers

Learning Unit	Content/ Sequence	Method	Media	Performance Aid	Time	Trainer	Assessment Measures
Schedule Area and Plain Area	Introduction to MADA a. Definition b. Geographical Area c. Activities of MADA	Lesson	Projector, Board, Board Marker, Charts	List of MADA Activities	10 Mins	Subject Expert from TWD	Question and Answers
Organogram of TWD	Organogram of TWD	Lesson		Chart of Organogram			
Single Line Administration in Tribal Sub- Plan area	Introduction a. Definition b. Administrative Functions	Lecture and Lesson	Projector, Board, Board Marker, Charts	Hand out of GO MS No.57	20 Mins	Subject Expert from TWD	Question and Answers

Learning Unit	Content/ Sequence	Method	Media	Performance Aid	Time	Trainer	Assessment Measures
Service Delivery Sectors of TWD	a. Education b. Health c. Livelihoods d. TCR & TI	Lesson	Projector, Board, Board Marker, Charts	List of Service Delivery Sectors	60 Mins	Subject Expert from TWD	Question and Answers
Flagship Programmes of TWD	a. Panel Inspection b. Meet the Parent c. Karadipath d. STAR Student Lecture e. Career Counselling Programme	Lecture and - Lesson	Projector, Board, Board Marker, Charts	List of Innovative Programme s of Academic Activates	30 Mins	Subject Expert from TWD	Question and Answers
	1.SSC Special Centres 2. Punadi -2 3. Cheyutha 4. PrayogaDeepikalu 5.E-Learning in Schools	Lecture and - Lesson	Projector, Board, Board Marker, Charts	List of Innovative Programme s of Educational Activities	30 Mins		

Learning Unit	Content Sequence	Method	Media	Time	Trainer	Assessment	Performance Aid
Origin of Hostel-Admission process in Hostels-Providing incentives students.	<ul style="list-style-type: none"> *Introduction *Explain the vision and mission of the establishment of hostels *Describe the procedure of admitting the students *List the incentives to be provided to the admitted students 	Lecture and Lesson	Projector, Board, Board Marker, Charts	60 Mins	Resource person from TWD	Question and Answers	<ul style="list-style-type: none"> *Video *Admission form *List of incentives
Roles and Responsibilities of Hostel Welfare Officers	<ul style="list-style-type: none"> *Importance of Registers and Records to maintain *List of Registers and Records *Procedure of Registers and records maintenance 	Lesson / Guided practice	Projector, Board, Board Marker, Charts	60 Mins	Resource person from TWD	Group Activity	*List of Registers and Records
Roles and Responsibilities of Hostel Welfare Officers	<ul style="list-style-type: none"> *List the records to be produced to the inspection authorities 	Role play	Projector, Board, Board Marker	15 mins	Resource person from TWD	Group Activity	<ul style="list-style-type: none"> *List of officials inspecting the TW Hostels inspection report format *List of records to be produced

Learning Unit	Content Sequence	Method	Media	Time	Trainer	Assessment	Performance Aid
Roles and Responsibilities of Hostel Welfare Officers	<p>*List activities to be implemented for overall development of the students</p> <p>*Explains the role of HWO during supervisory study, Sport activities, Celebration of festivals</p> <p>*Describes the utilization of holidays in overall development of students</p>	Lesson / Group Discussion / Group Exercise	Projector , Board, Board Marker	30 Mins	Resource person from TWD	Group Activity	<p>*List of festivals</p> <p>*List of educational resources</p> <p>*List of sports material</p>
	<p>*Importance of Parent teachers association</p> <p>*List the activities to maintain the rapport among hostel and organization</p>	Group discussion / Group exercise	Projector , Board, Board Marker, Charts	15 Mins	Resource person from TWD	Individual Activity	*Short video

Learning Unit	Content Sequence	Method	Media	Time	Trainer	Assessment	Performance Aid
Role and Responsibilities of Hostel Welfare Officers	<p>*List the activities to be taken as prevention measures for monitoring student's health</p> <p>*State the role of Part Time Coordinator in maintenance of Students health</p> <p>*Explains the procedure to be followed during emergency</p>	<p>Group discussion</p> <p>/</p> <p>Group exercise</p>	<p>Computer, Projector, Board, Board Marker, Charts</p>	60 mins	Subject Expert from TWD	Question and answers	Proforma to be filled in case of deceased students
Information and Communications technology in Hostel Administration	<p>*Explain the importance of implementation of Information and communication technology in hostel administration</p>	<p>Lecture /Guided practice / demonstration/E-Learning</p>	<p>Computer, Projector, Board, Board Marker, Charts</p>	60 Mins	Subject Expert from TWD	Individual Exercise for Data presentation	Check list of ICT aids available in the institutions

Learning Unit	Content Sequence	Method	Media	Time	Trainer	Assessment	Performance Aid
Information and Communications technology in Hostel Administration	*Describe the steps involved in preparation of online bills through Annapurna software	Guided practice / demonstration	Computer, Projector, Board, Board Marker, Charts	60 Mins	Subject Expert from TWD	Individual Exercise for Data presentation	Check list of Reporting Channel
	*List the details of data to be provided by the HWO in e-hostels portal	Guided practice / demonstration	Computer, Projector, Board, Board Marker, Charts	60 mins	Subject Expert from TWD	Individual Exercise for Data presentation	*List of activities to be provided in e-hostels portal *Check list of Reporting Channel
	*List the bills to be prepared online in e-hostels portal. *Explains the procedure preparing of online bills in e-hostels portal	Guided practice / demonstration	Computer, Projector, Board, Board Marker, Charts	60mins	Subject Expert from TWD	Individual Exercise for Data presentation	*Head of Accounts under 05-educational institutions *Bill forms

Learning Unit	Content Sequence	Method	Media	Time	Trainer	Assessment	Performance Aid
Hostel development plan	*State vision and mission of hostel develop plan *Describes the procedure in preparation of Develop plan *Prepares a hostel development plan	Lecture and - Lesson / Group exercise	Computer, Projector, Board, Board Marker, Charts	60 Mins	Subject Expert from TWD	Group Activity	*List of Physical and human resources *List of co-curricular and extra curricular activities *Model development Plan
Standard Operation Procedure (SOP)/ Guidelines for Prevention of COVID-19 While Reopening of Schools.	*Introduction Express the SOP List out the activities of prevention of COVID-19	Lecture and Lesson, Demonstration, e-learning	Projector, Board, Board Marker, Videos Charts	60 Mints	Subject Expert from TWD	Questions & Answers	Checklist on Stress and Time Management

15. METHODOLOGY

- Lecture and lesson Method
- Group Discussion
- Group Exercise
- Demonstration
- Guided practice
- Role Play
- E-Learning

16. Outline Time Table

This is the time schedule for all Learning units. All learning units are covered in three days. Each day will be scheduled with four sessions.

Time Line / Session	Content/Activity	Trainer / Instructor	Duration
Day-1			
10.00 AM to 10.30 AM	Participants to login	Course Team	30 Mints
10.30 AM to 11.00 AM	Inauguration, Introduction of Participants, Objectives of Intensive Training Programm (ITP)	Subject Expert from TWD	30 Mints
11.00AM to 11.15AM	Tea Break		15 Mins
11.15 AM to 12.15 PM	TWD Vision, Mission, Demography of STs in TS & India including PVTGs	Subject Expert from TWD	60 Mints
	Schedule Area, MADA, Plain Area, Organogram of TWD		
	Single line Administration		
12.15 PM to 1.15 PM	Service Delivery Sectors of TWD i.e., Education, Health, livelihoods (TRICOR), Acts related to TWD and RTI	Subject Expert from TWD	60 Mints
1.15 PM to 2.00PM	Lunch Break		45 Mins
2.00PM to 3.00PM	Ice-Break Activity -1 (Simple Test-1) వసతిగృహ ఆవిర్భవం - ఆవశ్యకత	Subject Expert from TWD	60 Mints
3.00 PM to 4.00 PM	వసతిగృహ సంక్షేమ అధికారి విధులు- బాధ్యతలు 1. వసతి గృహ సంక్షేమ అధికారి హోటల్ మేనేజర్ గా విధులు మరియు బాధ్యతలు	Subject Expert from TWD	60 Mints
4.00 to 4.15 PM	Tea Break		15 Mins
4.15 PM to 5.15 PM	2. హోస్టల్ వెల్ఫేర్ ఆఫీసర్ టీచర్ లాగా ఉండాలి Assignment – 1	Subject Expert from TWD	60 Mints

Day-2			
10.00 AM to 10.30 AM	Recall & Recapitulation of Day-1 Activity	Course Team	30 Mints
10.30 AM to 11.00 AM	Discussion on Assignment -1 of Day-1 (Exercise)		30 Mints
11:00 AM to 1.15AM	Tea Break		15Mints
11.15 AM to 12.15 PM	Roles and responsibilities of Hostel welfare officers - 3. వసతి గృహ సంక్షేమ అధికారి మంచి పబ్లిక్ రిలేషన్ ఆఫీసర్	Subject Expert from TWD	60 Mints
12.15 PM to 1.15 PM	4. వసతి గృహ సంక్షేమ అధికారి - జైలర్	Subject Expert from TWD	60 Mints
1.15 PM to 2.00 PM	Lunch Break		45Mints
2.00 PM to 3.00 PM	5. హెల్త్ వర్కర్ గా వసతి గృహ సంక్షేమ అధికారి విధులు	Subject Expert from TWD	60 Mints
3.00 PM to 4.00 PM	E hostels portal	Subject Expert from TWD	60 Mints
4.00 to 4.15 PM	Tea Break		15Mints
4.15 PM to 5.15 PM	Demonstration on online bills generation Assignment -3	Subject Expert from TWD	60 Mints

Day - 3			
10.00 AM to 10.30 AM	Recall & Recapitulation of Day-2 Activity,	Course Team	30 Mints
10.30 AM to 11.00 AM	Discussion on Assignment-2 of Day-2		30 Mints
11:00 AM to 11.15 AM	Tea Break		15Mints
11.15 AM to 12.15PM	Generation of online bills in e hostels portal	Subject Expert from TWD	60 Mints
12.15 PM to 1.15 PM	Hostel development plan	Subject Expert from TWD	60 Mints
1.15 PM to 2.00 PM	Lunch Break		45Mints
2.00 PM to 3.00 PM	SOP/Guidelines for Health and Safety protocols for Reopening of Schools and Learning with Physical/Social Distancing	Subject Expert from TWD / Dr. MCRHRD	60 Mints
3.00PM to 4.00 PM	End Test & Feedback	Course Team	60 Mints
4.00 to 4.15 PM	Tea Break		15Mints
4.15 PM to 5.15PM	Valedictory		60 Mints

17. Action plan to develop design

Total no. of trainees involved is 244, the strategy for training implementation will be as follows:

- A batch of 22-25 trainees is to be formed.
- Total (10) batches will be conducted in two spells @ (5) Batches per spell
- The training will be conducted in the month of January.
- Identifying 10 (@ two trainers each batch) Trainers.
- Instructional Strategy/ Training Methods

a. Lecture and lesson Method

This is method applied for transmission of information on

- Origin of Hostels
- Topics introduction.

b. Group Discussion

This method is applied for simulating interest and constructive thought on

- Admission of students
- Role of HWO in maintenance of Human, Physical and human resources
- Role of HWO in overall development of students
- Role of HWO in maintenance of Students health
- Preparation of Hostel development plan.

c. Group Exercise

This method is applied to develop interpersonal skills and team building activities on

- Implementation of Annapurna software
- Implementation of e- hostels portal
- Preparation of Hostel development plan.

d. Demonstration and guided practice method

This method is applied for simulating interest and Creativity, transfer of learning to real situations on

- Preparation of online bills
- Providing data to the higher authorities
- Maintenance of registers and records

e. Role play

This method is applied for increasing knowledge and skills among the learners during

- The inspection of higher officials

f. E- learning

This method is applied for displaying videos relating to the websites and web portal for demonstrating the implementation of Annapurna and e- hostels portal.

18. Course Material

The following material will be provided during the training course to the participants, trainers and course director.

A. Learner Material

a. Activities and Exercises

- Group Activity on utilization of resources
- Activity on writing the registers
- Exercise on preparation of online bill

b. Handouts

- List of Registers
- List of incentives
- List of Human and physical resources S List of holidays
- List of important dates of festivals S List of Head of Accounts S List of officials inspecting the hostels
- List of the registers to be produced during inspection.
- List of sports materials
- List of co-curricular and extra-curricular activities

c. Checklists & other Performances

List of Maintaining Registers S Reporting channel for submission of reports.

B. List of Trainer / Instructor Material

a. Presentations

- The Power Point Presentation on each Key Area
- Ice Breaking Activities

b. Lesson/Session plans

- Ground rules during training Course
- Session wise outline timetable S Action Plan

c. Visual Aids

- Projector
- Videos relevance to the Key Area
- Charts
- Board Markers
- Flash Cards

d. Work books

- Trainer handbook
- Pre-Test & post test booklet

C. course Administration

- a. List of Participants
- b. Registration forms
- c. Attendance Sheets
- d. Feed Back forms
- e. Assessment/Evaluation forms
- f. Completion/Accreditation certificates

19. Assessment

- Continuous assessment shall have done by providing Group Exercise and Question and answer during the training.
- Assessment shall have done by data reporting and data presentation by the end of the day with appropriate remarks, if any.

20. Validation

- Continuous assessment and feed on the content and the quality of the session shall be taken from the participants in order to validate training internally.
- A feedback of the training shall be taken at the end of training.

21. Trainer Review

A review of the training by the trainers shall be taken at the end of the course in order to enlist the Questions, FAQs, Practical difficulties and suggestions by the participants in order to improve the structure and content of the course in the future.

22. Transfer of Learning

Feedback on the performance of participants will be collected from their concerned officers regarding improvement in administration Skills among the HWOs. A Seminar of the trainees who attended the course is to be conducted in the subsequent year for post course evaluation.

Sl.No.	Time Line	Activity	Recourse Required
1		(a) Learners Material	
2		Activities and Exercise	
3	2.12.2020	Activity on maintenance of resources	Flash Cards, Charts, Sketches and Scale
4	2.12.2020	Activity on maintenance of registers	Charts, Sketches
5	3.12.2020 to 4.12.2020	Hand-outs, Checklists and Performance Aids	
6	5.12.2020	Trainer/Instructor Material Preparation of PPT on Key Areas Preparation of Ice Breaking Activities Preparation of Ground rules	
7	06.12.2020	Visual Aids, videos related to the key matter, preparation of charts, PPT and Pre & Post questionnaire	
8	7.12.2020 to 8.12.2020	Course Administration List of Participants Registration forms Attendance Sheet of Participants, Trainers and other Staff Feedback forms Assessments / Evaluation forms Completion and accreditation certificates	
9	9.12.2020	List of Trainees	
10	10.12.2020 - 12.12.2020	Demo/Practical Sessions for ERPs through Online	Computer System Board Markers Flash Cards
11	13.12.2020	Review on Final Presentation at MCHRDIT, Hyderabad	