

National Institute of Public Cooperation and Child Development
Database on Orphanages under Women and Children (Licensing) Act, 1956
Information Sheet

1. Name of the Orphanage :
2. Name of contact person & designation :
3. Complete postal address :
4. Telephone No. (with STD) :
5. Fax No. :
6. E-mail Address :
7. Type of Orphanage (Please Tick) : Orphanage/Shelter Home
Boys/Girls/Both

Legal Status of the Organisation

8. Year of establishment ? :
9. Whether the orphanage is registered ? : Yes/No
If yes, under which Act(s)
 - a. Societies Registration Act, 1860 :
 - b. State Societies Registration Act, (Please specify name of the Act) :
 - c. Indian Trust Act, 1882 :
 - d. Bombay Public Trust Act, 1950 :
 - e. Charitable and Religious Trust Act, 1920 :
 - f. Companies Act, 1956 :
 - g. Cooperative Societies Act, 1912 :
 - h. Multistate Cooperative Society Act :
 - 1942
 - 1984
 - 2002
 - i. Any other (specify)
10. Date of registration and registration number :
11. Whether licensed under Women and Children Licensing (Act), 1956 : Yes /No

If yes, License No. & date. :

12. The Orphanage is run by(Please Tick) :
State/Govt./NGO/Trust

13. Mission of the organization? :

14. Vision of the organization ? :

15. Number of Children in Home

a. Capacity :

b. Present strength :

No. of children available											
0-6			7-11			12-18			18 & above		
B	G	T	B	G	T	B	G	T	B	G	T

B: Boys, G: Girls, T: Total

16. Are separate children homes being maintained for boys and girls in the age groups of 10 to 18 years?
(Please tick) Yes/No

17. Categories of children, orphanage catering to? (Please tick)

- a. Orphan
- b. Destitute
- c. Street children
- d. Children with parents (temporary shelter)
- e. Run away children

18. Is maintenance of case files is being done? (Please tick) Yes/No

19. Is individual care plan is prepared as per each child's requirement? (Please tick) Yes/No

20. Tasks and activities of the organization.

(a) Education (please tick) : Formal/Non-formal
In case of formal education, kindly mention
The number of children going to

i) School run by orphanage : Boys

Girls

ii) School run by Govt. Boys

Girls

iii) Whether children receiving Non-formal education? Kindly state the number in each category. : Boys

Girls

(b) Activities related to child health : 1)

2)

3)

(c) Whether providing vocational training/ Skill development ? (Please tick) : Yes/No

If yes, Vocations under this category

1)

2)

3)

(d) Recreational Facilities (Please tick)

- indoor games
- outdoor games
- television/radio
- library

(e) **Medical Care**

- Visit of a doctor/medical practioner for health check up? Yes/No
- If yes, how frequently (please tick) weekly fortnightly monthly
- Is medical record maintained including weight, height, sickness, physical mental problems etc. (Please tick) Yes/No
- Is there sufficient medical equipment to handle emergencies? (Please tick) Yes/No

- Whether tie-up with govt. hospital, health centers for referral of cases & immunization is done.(Please tick) Yes/No

21. Human resource of the organization ? :

Staff in position with number

S. No	Designation	Full Time	Part Time	Honorary	Paid	Total number

22. Financial resources of the organization :

App. Annual Budget :

Sources of finance :

- cash
- kind
- labour

23. Infrastructure and Standards of Care maintained in the institution.

- Building (Please tick) Owned Hired Donated
 - Total number of rooms
 - Do separate facilities/homes being maintained for boys and girls above 10 years.(Please tick) Yes/No
 - Is safe drinking water available? Yes/No
 - Availability of proper system of drainage and garbage disposal? Yes/No
 - Availability of sufficient number of bathrooms and toilets? Yes/No
 - Is daily routine being followed in the orphanage? Yes/No
- If yes, kindly mention the activities.
- 1)
 - 2)
 - 3)
- Is menu prepared with the help of a nutritional expert to provide balanced diet to children? Yes/No

Management & Follow up

24. Is there a management committee for the management of orphanage ? Yes/No

If yes, how many members are there?

25. Number of meetings being taken? (please tick) monthly quarterly
yearly

26. Is any inspection being done by the State Government ? Yes/No

If yes, how frequently Quarterly Half yearly yearly

27. Till what age, child stays in the orphanage?
(Age in years)

28. Is any follow up being done after discharge of the child from the orphanage ?

29. Rehabilitation is done through

- Help them get jobs in after vocational training
- Get them married off especially in case of girls
- Choice is given to go and make their life independently
- Any other

30. Any other information you would like to provide.

Name & Signature