


## SF 5.1D2: Due diligence for residential facilities

### Format of the form

The form is divided into 4 sections. Into the following sections:

- Section 1: Basic Information
  - Section 2: Physical Infrastructure
    - 2.1. Basic Information
    - 2.2. Conformance to the Standards
  - Section 3: Details of the Residential Facilities
    - 3.1. Residential Areas
    - 3.2. Assessment of Maximum Number of Candidates permissible
    - 3.3. Non Residential areas of the hostel: Kitchen, Dining and Recreation areas.
    - 3.4. Facilities available at the centre.
  - Section 4: Others
- 
- At places where data is not required then column need not be filled and it is shaded like this: 

### On standards

- Minimum standards along with relaxations, if any, are specified for each item.
- All the relaxations are permitted by competent authority of CTSA/SRLM.
- If the Residential centre is already approved by CTSA/SRLM the increased standards will not be applicable till centre is closed for the project. However, MoRD can modify this provision through a notification.
- Augmentation, if any, of the centre will be as per the new standards.

# STANDARD FORM OF SOP

**Note:** These standards are minimum prescribed for DDU-GKY purposes. These do not replace any standards prescribed by statutory bodies as per the acts, rules and codes in force.

## Presentation of evidence

All proofs should be sorted out and prefixed as:

- R.D for Documents,
- R.P for Photographs and
- R. V for Videos.
- R. M If evidence consists of a combination of documents, photographs and videos

Multiple evidences of photographs and documents for an item should be combined to into one pdf file. If there are more than one video graphic evidence for an item they may be joined into one video file. While one file format is mandatory for photos and documents if videos cannot be merged then separate files should be generated with alphabetical suffixes A, B, C etc. to the document number.

## 1. Basic information of a Residential Centre

Sl. No.	Particulars	Details
1.	Name of PIA	To be pre populated
2.	Name of Project	To be pre populated
3.	MoRD sanction letter No.	To be pre populated
4.	Name of training centre to which residential facility is attached	
5.	Online platform/Web link ** (All the Proofs should be saved in the document and the link has to shared)	

# STANDARD FORM OF SOP

Sl. No.	Particulars	Details
6.	Location of the Residential Centre (State Head Quarters, District Head Quarters, Others) Instruction: For location please refer to s.no 9 of the Annexure – III	
7.	Address (if not same as the training centre otherwise to be pre populated)	Building no Street 1 Street 2 City/District State Pin code Latitude Longitude
8.	Warden (for female hostel, if available)	Name Employee id Profile: provide web link and take photo copy Address Email id Mobile
9.	Warden (for male hostel, if available)	Name Employee id Profile: provide web link and take photo copy Address Email id Mobile

# STANDARD FORM OF SOP

## 2. Physical Infrastructure

### 2.1 Basic Information

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
<b>Basic details</b>						
1.	Ownership of the building (Own(O), Rent(R), Govt.(G))	Standard: A self-declaration statement from the PIA that the premises is under the occupancy of the PIA with legal proceedings Relaxation: Nil	Proof: Scanned copy of self-declaration statement			
2.	Area of the building (Sq. Ft.) (Including corridors but excluding spaces open to sky such as court yards etc.)		Instruction: Schematic of the building plan with clear marking of dimensions for the residential centre. To be noted: Separate measurements should be taken for individual areas for living rooms,			

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			kitchen area, dining hall, recreation area, etc., Proof: Scanned copy of the schematic plan from PIA on with seal and signature			
3.	Is it RCC/ Non RCC		Proof: Photographs of Building, Ceiling and Roof of the residential centre			
4.	If it is non RCC, Whether it is structurally sound on visual inspection					
5.	Plastering and painting of internal and external walls and ceiling	Standard: The training centre should be plastered and painted or white washed. Preferably the colour scheme of DDU-GKY should be used. Relaxation: 100%	Instruction: To be used for the grading purpose. For the Training centre with Inner wall theme as per the Notification 31 will be given high rating. If building have other			

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			aesthetic finishes PIA may request CTSA for considering this aspect while grading the training centre			

## 2.2 Conformance of centre to standards.

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions Remarks (Description about Proof)	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
1	Visible signs of leakages from walls and roof - applicable for both RCC and Non RCC structures	There should not be any visible marks of leakages from walls and roof.				

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2	Protection of stairs, balconies, and other locations	<p><b>Standard:</b></p> <p>All areas should be protected with railings or walls (Even if one place is not protected the centre should not be commissioned). Railing or wall height: 3 feet or above</p> <p><b>Relaxation:</b></p> <p>16.7% relaxation (6 inches)</p>	<p><b>Proof:</b></p> <p>A photograph of the railings and stairs</p>			
3	Conformance to DDU-GKY look and feel standards as per sub section 5.1.1	The training centre should conform to DDU-GKY look and feel standards as section 5.1.1 of SOP				

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<b>Corridors and circulation area</b>						
4	Circulating area (in sq. ft.)	Standard: 12% of the Total Area Relaxation: A relaxation of 2% is permitted	Instructions: Instructions for calculating the circulating area is given at the s.no 1 of Annexure – III  Proof: Scanned copy of the Schematic floor plan with clear marking of dimensions of Circulating area along with seal and signature			
5	Corridor	<b>Standard:</b> No entry to or exit from an living room should be through another living room	Proof: Scanned copy of the Schematic floor plan with clear marking of Entry and Exit to all academic areas			



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<b>Toilets</b>						
6	Male Toilet Signage	<b>Standard:</b> 1feet x 1 feet	Instruction: A photograph after installing the Signage			
	Female Toilet Signage					
	Bath Rooms Male (in number)	The number of bathrooms for the candidates should be in the ratio of 1: 10.However, if the number of candidates is less than 20 there should be at least 2 baths. If the bath and the toilet are combined, then the ratio should be 1: 12. The number of toilets for the candidates should be in the ratio of 1: 10.However, if	Instruction: Toilets for males and females should be segregated with appropriate partition. Toilet maintenance details is given at the s.no 2 of Annexure – III			
	Toilets Male ( in number)					
	Urinals Male ( in number)					
	Bath rooms Female (in number)					
	Toilets Female (in number)					
	Urinals Female (in number)		Proof: Schematic plan &Photographs of bath rooms and toilets			

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Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions Remarks (Description about Proof)	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
		the number of candidates is less than 20 there should be at least 2 toilets Urinals for males should be in 1:20 ratio. However, if the number of candidates is less than 40 then there should be at least 2 urinals				
7	Washbasins for Male (in number)	The number of washbasins for the candidates should be in the ratio of 1: 15. However, if the candidates are less than 30 then there should be at least 2 washbasins.	Proof: A Photographs of the wash basins			
	Wash Basins for Female (in Number)					

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8	Type of Flooring (write whether it is tiled, cemented etc.)	Standard: Flooring should be provided with cement/tiles/polished stones Relaxation : Neatly made mud flooring as a part of aesthetic building design can be permitted.	Proof: Photograph of the Flooring			
9	Over Head Tank	Standard: There should be an Over Head Tank (OHT) for a training centre. The water connection in the taps and toilets should connect to the OHT.	Instruction: Water should be available during the working hours of the training centre. The water source must be thoroughly disinfected once every 30 days. Proof: Photograph of OHT			

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<b>Location</b>						
10	Distance from the training centre to Residential centre (in kms.)	Standard: Should not exceed 1.5 km Relaxation: Nil	Instruction : It is advisable to be well connected to different transport locations. Proof: Snapshot of the Google map showing distance			
11	Pick up and drop facilities	Standard: If the training centre is more than 1.5 km, then the availability of pick up and drop facilities	Proof: A scanned of the letter from the travel agent for the vehicle			
12	Can the candidates safely come to the centre from the residential facility when training is	No specific standards.	Instruction : Centre should be located such that ordinary citizens use the approach roads			

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	conducted		regularly. It should be away from areas where anti-social elements move about. To be used for rating purpose.			
	<b>Electrical wiring and standards</b>					
13	Securing of wires	Standard: All the wires should be properly secured and taped. Relaxation : Nil	Instruction : Concealed wiring is not mandatory. Proof: A photograph of wiring at the training centre on sample basis			
14	Switch boards and panel boards	Standard: Fully covered. Relaxation: Nil	Proof: A photographs of switch board and panel boards on sample basis			
	<b>Signage and information Boards</b>					
15	Hostel Name Board	Instruction:	Instruction:			

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Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions Remarks (Description about Proof)	Relevant data as mentioned at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
		Conform with SF-5.1A2 Relaxation : Nil	For Sizes and Fixtures please refer to s.no 3 of the Annexure – III Proof: A photograph after installing the board			
16	Student entitlement board and responsibilities board	Standard: Should conform with standard form SF-5.1C1 Relaxation : Nil	Instruction: Student entitlement board and responsibility board should conform to standard form SF-5.1C1. If the residential centre and the training centre are in the same complex, this board is not required Proof: A photograph after installing the board with proper fixtures			

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17	Contact detail of important people	Standard: Conform with standard form SF-5.1B2 Relaxation : Nil	Proof: A photograph after installing the board with proper fixtures			
18	Basic Information board	Standard: Conform with standard form SF-5.1B3 Relaxation : Nil	Instruction The board should contain the residential centre level information and common equipment. Proof: A photograph after installing the board with proper fixtures			
19	Food specification board	Standard: Conform with standard form SF-	Proof: A photograph after installing the board with proper fixtures			

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		5.1B8 Relaxation : Nil				
	<b>Open space for physical activities and outdoor games</b>					
20	Area (in sq. ft.)	Standard: Minimum of 1000 square yards for the doing physical activity and outdoor games is recommended.	Instruction: The place can be owned/hired/lease or arrangements can be made with public authorities for using parks and other open spaces			

## 3. Details of residential facilities

### 3.1 Residential areas



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	Room No 1					
<b>1</b>	<b>Physical measurements</b>					
a.	Type of roof (RCC/ Non RCC)	Standard: No specific standards	Proof: Photograph of Roof of living area of the residential centre			
b.	False ceiling provided	Standard: Mandatory for Non RCC roof	Proof: Photograph of Ceiling of living area of the residential centre			
c.	Height of Ceiling (state in feet)	Standard: <b>Non Hilly Areas:</b> a) Academic rooms: Minimum of 9 feet. If false ceiling is provided height can be reduced by 1 foot i.e. a minimum of 8 feet. b) 7 feet 6 inches for other areas Relaxation for Non	Instruction: a. If the height is not uniform then the minimum ceiling height in the room has to be taken into consideration. Only the part of the room is used for instruction then the area for instruction should be 9 feet or			

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		<p>Hilly areas:</p> <p>In item (a) 5.6% relaxation (6 inches) where false ceiling is not provided</p> <p><b>Hilly Areas:</b> Hilly areas (areas with elevation more than 3000 feet above mean sea level) 7 feet 6 inches for all areas Relaxation for Hilly areas:</p> <p>a. Elevation can be relaxed by 5% (150 feet)</p> <p>b. Ceiling height can be relaxed by 6.67% (6 inches)</p>	<p>above. If it is a false ceiling then 8 feet for Non Hilly areas. If it is a hilly area 7 feet 6 inches</p> <p>b. In non-hilly areas if non RCC roofs are provided with metal/tin/asbestos covering then false ceiling is required.</p> <p>Proof: A photograph while measuring the ceiling height in such a way that it should show us the ceiling measurement</p>			
d.	Area (in sq.ft.)	Standard:	Instruction:			

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e.	Length (in ft.)	At least 25 sq. ft. space per trainee should be available for accommodation.	If the rooms are irregular shapes, the CTSA/SRLM decision is final. What is specified is minimum and PIA should make effort provide more space. This will be used for grading purposes. Proof: A photograph of the living room after installing the equipment as per sop			
f.	Width (in Ft)					
g.	Window area (in sq. ft.)	Standard: 12% area of the `living room Relaxation: 2 % relaxation	Instruction: Instructions for calculating the ventilation area is given at the s.no 4 of Annexure – III			
2	Sleeping and storing material					

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A	Cot (in number)	One per candidate				
B	Mattress (in number)	One per candidate				
C	Bed sheet (in number)	One per candidate				
D	Cupboard/ almirah/ Trunk with locking arrangements (in number)	<p><b>Standard:</b> Each inmate should be provided with separate cupboard/ almirah to keep his/ her personal belongings in lockable storage space. For any item mentioned in clause should have separate lock facility for each candidate.</p> <p><b>Relaxation:</b> 20% variation in any dimension is permitted as long as the total volume is not less than what is prescribed above for trunk</p>	<p><b>Instruction:</b> Specification for the trunk should be equal to or more than, length = 30 inches, width = 18 inches and height = 12 inches.</p> <p><b>Proof:</b> A photograph of the cupboard/ almirah/ trunk</p>			

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e	Living area information Board	Standard: It should conform with SF 5.1 B4	Proof: A Photograph after installing in the living room			
3	No of students permitted in the room		Instruction: Total area of the room divided by 25			
4	Lights	Standard: A minimum of 1 fluorescent light (2400 lumens) for each 150 sq.ft. Or part thereof per room.	Instruction: If a PIA is having a room size of 450 sq. ft. but they are using only 300 sq. ft. then the PIA can install only 2 fluorescent lights. Proof: A photograph after installing the fluorescent lights			
5	Fans	Standard: 1 ceiling fan for each 150 sq.ft. or part thereof per room.	Instruction: If it is wall mounted fan, the number of fans should be doubled. If a PIA is having a			

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			room size of 450 sq. ft. but they are using only 300 sq. ft. then the PIA can install only 2 fans. Proof: A photograph after installing the fans			
For all the hostel rooms data should be collected in a similar pattern						

## 1.1 Assessment of maximum no. of candidates permissible:

Sl. No.	Room number	Maximum candidates permitted as per			Permitted candidates (least of three numbers in the three columns to the left)
		Room size	Toilets availability	Availability of cots/beds/lockers	
1					
To be repeated for male and female candidate hostels					

## 3.3 Non-residential areas of the hostel: Kitchen, dining and recreation areas

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<b>1</b>	<b>Kitchen</b>							
a	Area (in sq.ft.)	Standard: No minimum area is prescribed for kitchen. However the kitchen has to be hygienic and spacious enough to cook and store material	Proof: A photograph of the Kitchen					
b	Length (in ft.)							
c	Width (in ft.)							
<b>2</b>	<b>Recreation and dining areas</b>							
<b>a</b>	<b>Are the dining and recreation area are separate?</b>					<b>Yes/No</b>		
	<i>If answer to a above is YES, give the following data</i>							
<b>1</b>	<b>Dining area</b>							
a	Area (in sq.ft.)	<b>Standard:</b> 2.3 sq.ft for every inmate (or 8 sq.ft X one third of the inmate strength) subject to a minimum of 100 sq. ft.	Proof: A Photograph of the Dining area after installing the equipment as per sop					
b	Length (in ft.)							
c	Width (in ft.)							
<b>2</b>	<b>Recreation area</b>							

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a	Area (in sq.ft.)	Standard: 3.3 sq. ft. for every inmate (or 10 sq.ft. X one third of the inmate strength) subject to a minimum of 120 sq. ft. If the recreation area is separate from dining area.	<b>Instruction:</b> If multiple premises are taken for providing residential facility to the trainees Each residential premises should have separate recreation room in each of the premise <b>Proof:</b> A Photograph of the Recreation area					
b	Length (in ft.)							
c	Width (in ft.)							
	<b>If answer to a above is NO i.e.- dinning and recreation area are common, give the following data</b>							
3	<b>Dining and recreation area</b>							
a	Area (in sq. ft.)	Standard: 4 sq.ft for every inmate (or 12 sq.ft X one third of the inmate strength) subject to a minimum of 175 sq. ft.	Proof: A Photograph of the Dinning and Recreation area					
b	Length (in ft.)							
c	Width (in ft.)							



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4	Number of stools/chairs/benches	Standard: No minimum is prescribed	<b>Instruction:</b> No minimum is prescribed for stools/chairs/benches. However mats/dhurries should be provided to sit.			
5	Wash area	Standard: A cement or stone platform with 2 taps connected to OHT close to the dining area	<b>Instruction:</b> Area will be used by the trainees for washing the plates and glasses			
6	Whether TV with a cable or satellite connection is available for viewing	<b>Standard:</b> No minimum is prescribed				
7	<b>Equipment for indoor games</b>					
a		<b>Standard:</b> Minimum of 8 indoor games should be provided to the	<b>Proof:</b> A photograph of the eight indoor games			
b						
c						

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e		candidates				
f						
g						
h						
i						
8	Reception area in female hostels to receive	Standard: No Standard	Proof: A photograph of the reception area			

## 3.4 Are the following facilities available at centre?

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
1.	Segregation of hostels for male & female candidates	Standard: Separate residential premises for male &	Instruction:			

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		female candidates				
2.	Warden/care taker for hostels where males stay	<b>Standard:</b> Separate warden/care taker for male hostels	<b>Proof:</b> Appointment letter from the organization. A warden can be shared for the multiple residential centres if it is around 500 mts. of radius from the other residential centres.			
3.	Lady warden/care taker for hostels where females stay	<b>Standard:</b> Separate warden/care taker for female hostels	<b>Proof:</b> Appointment letter from the organization			
4.	Security Guards	<b>Standard:</b> Separate security guards for male and female hostels	<b>Proof:</b> Appointment letter from the organization			
5.	Availability of women doctor on call (if female hostel exists)	<b>Standard:</b> Women doctor should be available for female hostel on call	<b>Proof:</b> A letter from the Doctor regarding the contract			
6.	Availability of men doctor on call (if	<b>Standard:</b> Male doctors should be	<b>Proof:</b> A letter from the			

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	male hostel exists)	available for male candidates on call	Doctor regarding the contract			

## . Others

### 4.1 Is the following support facilities available at Residential centre

Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
1.	Safe drinking water	Standard: Should be RO treated Relaxation: packaged drinking water certified by ISI or BIS	Proof: A photograph of the RO system or a scanned copy of approval letter of ISI or BIS for packaged drinking water from supplier			
2.	First aid kit	Standard: As per 5.1C3	Instruction: Instructions for maintenance of First			

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			Aid Kit is given at the s.no 6 of Annexure – III  Proof: A screen shot of the online platform/web link of first aid kit			
3.	Fire-fighting equipment	<b>Standard:</b> A Residential centre should have at least 2 fire extinguishers	Proof: A Photograph after installing the Fire Equipment in the corridor			
4.	Biometric device	Standard: It should be as per annexure – II  At least 1 device for every 200 candidates	Instruction: Instructions for maintenance of biometric device is given at the s.no 5 of Annexure – III Proof: After commissioned a screen shot of the biometric attendance and a screen shot of			

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			the CCTV Monitor which should capture the trainee			
5.	Electrical Power Back up: Gensets/ UPS or Inverter/ Solar power backup / any other non-grid based power systems which can work for emergency power supply.	Standard: Are given at s.no: 8 of Annexure – III	<p>Instruction: Electrical Power Backup should have connection to:</p> <p>All electrical items relating to monitoring of centre activities such as CCTV, bio metric device, office computers etc. All domain specific lab equipment for doing practical's. At least 1 Ceiling fan or 2 wall mount fans and 1 fluorescent light (2400 Lumens) per every 150 sq. ft. for living rooms, kitchen, dining and recreation area</p>			

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Sl. No.	Particulars	Standards and Relaxation (Relaxation permitted with permission of competent authority of CTSA/SRLM)	Instructions and Description about Proof	Relevant data at the item	Does it conform to standards (yes/no)	Proof / Evidence Status
			and to all fluorescent lights in the corridor, toilets etc. Proof: 1. A photograph of the Electrical Power back up after commissioned 2. Rental agreement for hire of generator /a letter from authorised person for sharing generator during the training hours.			
6.	Grievance register	Standard: The grievance register should kept in the prominence place of the residential centre and accessible to the candidates during all period of the training.	Proof: Photograph of Grievance register			