



Central University of Haryana Guidelines/Rules for University Creche

1. Name: Central University of Haryana Creche (University Creche)

2. Title: "Central University of Haryana Creche Guidelines/Rules" for University Creche.

3. Definitions

Unless the context otherwise requires, the following expressions shall have the meanings assigned to them hereunder:

4.1. "University" means the Central University of Haryana and includes its campuses, centres, departments, and affiliated units.

4.2. "Creche" means the University Creche established and maintained by the University for providing day-care, and early childhood care, and learning facilities.

4.3. "Child" means a child admitted to the University Creche.

4.4. "University Employee" means an employee of the Central University of Haryana.

4.5. "Parent/Guardian" means a University employee, or a research scholar, who is the lawful parent or guardian of a child admitted to the Creche.

4.6. "Creche Staff" means any person or worker engaged by the University, whether on a regular, contractual, outsourced, or honorary basis, for the purposes of childcare, supervision, administration, safety, and facilitation of developmental and educational activities in the University Creche.

4.7. "Working parents" means parents, including both mother and father, who are engaged in full-time employment or full-time study.

4.8. "Single Parent" means a parent who is divorced, separated, widowed, or a parent who, due to the spouse residing in different cities or locations, is solely and single-handedly responsible for the day-to-day care, supervision, and upbringing of the child.

4.9. "Vice-Chancellor" means the Vice-Chancellor of the Central University of Haryana.

3. Structure

3.1. To ensure smooth functioning, transparency, and participatory decision-making, a Creche Administrative Committee may be constituted with the following indicative structure:

- A. Creche In-charge-Chairperson
- B. Creche Supervisor-Member
- C. Parents / Guardians of beneficiary children (preferably three)-Members

3.2. The Committee shall guide policy decisions, review functioning, ensure accountability, and address concerns related to creche operations.

4. Admission Rules and Procedure

4.1. Admission to the Creche shall be open to children between the ages of six (06) months and six (06) years.

4.2. The age limit may be extended in the future, subject to institutional requirements and approval of the Hon'ble Vice-Chancellor.

4.3. Admission shall be granted on a monthly basis.

4.4. In case of admission during the middle of a month, the full monthly fee shall be payable.

4.5. Parents/guardians shall register their child's name in the Enrolment Register on any working day between 10:00 AM and 2:00 PM. Following the initial registration, parents will be informed and requested to visit the creche to complete the required admission formalities.

4.6. Initially, the number of seats shall be 20. The number may be increased or decreased with the approval of the Hon'ble Vice-Chancellor, as per requirement. Admission shall be subject to the availability of seats and the completion of prescribed formalities.

4.7. Eligibility for Admission shall extend to:

- A. Children of University Employees;
- B. Children of research scholars enrolled in the full-time Ph.D. programme of the Central University of Haryana.

4.8. Priority in admission shall be accorded to:

- A. Children of working parents;
- B. Children of single parents;
- C. Children of other eligible applicants, in order of registration.

4.9. In view of the large number of applications received for admission, preference shall be given to children at the lower end of the eligible age group.

4.10. Where required, an interaction/interview with parents may be conducted, and the final selection list shall be prepared accordingly.

4.11. The University reserves the right to cancel admission at any time without assigning a reason.

5. Documents Required for Admission

5.1. Parents/guardians shall submit the following documents and details at the time of admission:

- A. Duly filled application form available on the university website (Annexure 1);
- B. Documentary proof of the child's date of birth (Birth Certificate issued by the government, Aadhar, Hospital Record, Affidavit, or any other government-recognised document);
- C. Copy of the child's Immunisation Record;
- D. Details of allergies or existing medical conditions;
- E. Full particulars of the child, including identity and residential address;
- F. Two working mobile numbers and valid email addresses;
- G. Contact details of persons authorised for drop and pick-up;
- H. Photocopy of parents' workplace identity cards;
- I. Two recent photographs of the child;
- J. Recent photographs of both parents;
- K. Recent photographs of persons authorised for drop and pick-up.

6. Timing and Working Schedule

6.1 The Creche shall function from Monday to Friday and shall remain closed on Saturdays, Sundays, Gazetted Holidays, and University-declared holidays for children.

6.2. Staff may be required to attend duty on Saturdays, Sundays, holidays for training, administrative or preparatory work, as assigned.

6.3. Operational hours for children shall be 9:00 AM to 5:30 PM.

6.4. Parents/guardians shall hand over children at the entrance not before 8:45 AM.

6.5. Children shall be picked up by 5:40 PM.

6.6. A Drop and Pick-Up Register shall be maintained and signed daily by authorised persons.

6.7. Entry of parents/guardians inside the creche shall be permitted only from 1:00 PM to 2:00 PM, except for breastfeeding mothers.

7. Fee Structure

7.1. The prescribed fee structure shall be as follows:

A. Full Day: ₹1500 per month (9:00 AM – 5:30 PM)

B. Half Day: ₹1000 per month (for any four continuous hours)

C. Emergency Day-care: ₹150 per Day (maximum for any five days in a month)

7.2. Fees shall be paid on or before the 10th Day of every month.

7.3. A late fee of ₹100 per month shall be levied after the due date.

7.4. Fee once paid shall not be refunded under any circumstances.

7.5. Non-payment of the fee till the end of the month shall render the child ineligible for admission in the subsequent month.

7.6. The fee structure may be revised or the fee may be relaxed at any time at the discretion of the Hon'ble Vice-Chancellor.

8. Safety, Security, and Child Protection

8.1. Children shall be handed over only to authorised persons upon verification of identity.

8.2. Each child shall be issued a Creche Identity Card bearing parent/guardian details and two emergency contact numbers.

8.3. In case of persistent aggressive or disruptive behavior of the child, parents shall be informed, and temporary withdrawal of the child for up to one week may be advised.

9. Staff and Human Resources

9.1. The Creche shall be managed by trained and responsible staff.

9.2. Staffing norms shall include:

- A. One Creche Supervisor and one Helper for 20–25 children.
- B. Additional staff shall be engaged as enrolment increases.
- C. Only women staff shall be engaged as caregivers.

10. Required Positions and Qualifications

Position	Minimum Qualification	Preferred Experience
Creche Supervisor	12th Pass	The staff should preferably have 2 years' experience of working in the childcare sector, either in a professional setting or as a volunteer. Persons holding a diploma in Childcare or Nursing may be preferred.
Creche Helper	10th Pass	

11. Additional Documents to be submitted by the Staff:

11.1 All Creche Staff shall submit the following documents:

- A. Police Verification Certificate
- B. Character Certificate
- C. Medical Certificate

12. Roles and Responsibilities

12.1. The Creche Supervisor shall:

- A. Plan age-appropriate play and learning activities;
- B. Maintain attendance and statutory records;
- C. Report to Creche In-charge/Committee and parents;
- D. Communicate concerns regarding child welfare;
- E. Promote daily stimulation-based Early Childhood Care and Development (ECCD) activities that support physical, cognitive, and socio-emotional development;
- F. Perform duties assigned by the Creche Administration.

12.2. The Creche Helper shall:

- A. Assist in maintaining hygiene and cleanliness;
- B. Manage children's activities and basic needs;
- C. Monitor and supervise children to ensure their safety and well-being;
- D. Work under the supervision of the creche Supervisor;
- E. Perform any additional duties assigned by the Creche Administration.

13. Record Maintenance

13.1 The following registers shall be mandatorily maintained:

- A. Admission/Enrolment Register;
- B. Attendance Register;
- C. Parent-Teacher Meeting Register;
- D. Visitors' Suggestion / Complaint Register.

14. Training and Capacity Building

14.1. The University shall (if required) organise training programmes, workshops, and seminars in collaboration with experts from within the university, government agencies, NGOs, and other institutions or experts to enhance the professional competence of creche staff. Staff may also be deputed for external training as required.

15. Budgetary Provisions

15.1. The University may allocate an annual budget of ₹8.00 lakh for creche operations, including staff salaries and maintenance. The budget may be revised as per need, with the approval of the Hon'ble Vice-Chancellor.

15.2. A monthly provision of ₹10,000 or as per University norms (whichever is higher) shall be available for essential miscellaneous expenses without prior approval.

15.3. All fees collected shall be utilised exclusively for the functioning, maintenance, and improvement of the creche.

16. Inspections

16.1. The Creche Administrative Committee shall conduct an inspection at least once every quarter. The committee may recommend necessary improvements or procurements as necessary.

17. Dispute Resolution

17.1. Any dispute relating to the creche shall be resolved by the Creche Administrative Committee. In case of unresolved matters, University rules and regulations shall apply.

18. Guidelines For Parents

18.1. Parents shall ensure that all bottles, tiffin boxes, spoons, and personal belongings are clearly labelled with the child's name for easy identification.

18.2. Parents shall pack three meals for their child each day— a morning snack, lunch, and an evening snack—if the child is enrolled for a full day. In the case of a half-day schedule, one to two meals may be packed as appropriate.

18.3. Only healthy food options such as home-cooked meals, fruits, etc, will be permitted. Packaged items such as chips, chocolates, and soft drinks will not be allowed inside the creche.

18.4. Parents shall send a napkin, two sets of spare clothes, diapers, wipes, a towel, and a seasonal blanket as required for the child's comfort. For infants and toddlers, bibs must be provided along with their meals.

18.5. Parents are not permitted to have their meals inside the creche.

18.6. Birthday celebrations or cake-cutting activities will not be organised within the creche, and distribution of sweets, toffee, chocolates, or packaged foods will not be permitted.

18.7. Parents who wish to support the learning environment can contribute educational materials or resources through a formal donation process. They may contact the creche in-charge in this regard.

18.8. Parents shall not send a child to the creche if the child is suffering from illnesses like fever, cold and cough, diarrhoea, dysentery, food poisoning, etc, and any contagious diseases like Chickenpox, measles, mumps, jaundice, etc.

18.9. In case the child is unwell, no oral medication shall be administered by the creche staff. The parents shall be informed immediately and they shall be required to come to the creche and take their child for a medical consultation.

18.10. In case of a physical injury, basic first aid available at the creche will be provided to the child, and the parents will be informed. It shall be the responsibility

of the parents to take the child for medical consultation. The creche staff shall not undertake this responsibility.

18.11. In the event of any complaint or grievance, parents are requested to record the concern in the Complaint Register, which shall be available with the Creche Supervisor. Parents are advised not to take up complaints or grievances directly with any member of the creche staff.

18.12. Parents are also encouraged to provide suggestions and feedback for the improvement of creche facilities and services. Suggestions may be written in the Suggestion Register, which shall be available with the supervisor.

19. Communication, Monitoring, and Documentation

19.1. Monthly parent meetings shall be held during the last week of every month.

19.2. Photographs and videos of creche activities may be shared for documentation and institutional visibility.

19.3. All feedback shall be documented and reviewed for continuous improvement.

20. Emergency Preparedness

20.1. Emergency and important contact numbers such as Emergency Response Support System (112), Child Helpline (1098), Fire Services, Child Protection Officer, and the nearest Police Station may be prominently displayed within and near the creche for easy access.

21. Rights of the Vice-Chancellor

21.1. Notwithstanding anything contained in the rules/guidelines/ Policy of the University Creche, the Hon'ble Vice-Chancellor shall have the authority to relax / overrule any provision of the guidelines for the smooth functioning of the Creche .

21.2. The Hon'ble Vice-Chancellor reserves the right to amend, modify, or repeal any rule or guideline at any time, and such decision shall be final and binding.