

Hostel Rules and Regulations:

1. Hostellers will follow the daily routine of the hostel and school unless exempted on medical grounds or recommendation of the Hostel Warden.
2. No student will be allowed to enter the hostel during school hours.
3. Hostellers will not be allowed to keep more than Rs. 250/- or any valuables in their possession. All hostellers will open a Bank Account in the School SBI Extension Counter.
4. Hostellers will not be allowed to keep and take medicines/ tonics without the knowledge of the Hostel Warden/ Medical Officer.
5. Electrical gadgets like heaters, kettles, irons or any other such appliances will not be allowed in the hostel.
6. Cupboards will be arranged neatly. Surprise checks will be made by the Hostel Warden. Any extra items, other than those specified in the hostel kit will be confiscated.
7. Results of school tests and examinations will be sent to the parents through the Hostel Wardens within 10 days after every exam along with the wardens' report on the students' behaviour conduct and deportment.
8. Any hosteller falling sick, will report to the school clinic. Emergency cases will report immediately escorted by the Hostel Warden.
9. Hostel Attendance Timings: 2:30 p.m & 8:30 p.m.
10. Light off Timings: 11:30 p.m.

11. Leave Rules:

12. Every second and fourth weekend of the month is going out weekend .In case it is a working Saturday, then the next weekend will be a going out weekend. Students are allowed to visit local guardians through the system of gate passes issued to them by the Hostel Wardens. Authority letters will not be accepted. Local guardians or parents must collect their wards personally.

Gate Pass issue timings: 4:00 p.m. to 6:00 p.m. (strictly) for Girls' Hostel

Friday: 2:00 p.m. to 3:00 p.m. for Boys Hostel

6:00 p.m. to 7:00 p.m. for Boys Hostel

Holidays: 9:00 a.m. to 11 :00 a.m. for Boys Hostel

4:00 p.m. to 5:30 p.m. for Boys Hostel

13. Entry after weekend outings will be before 7.00 p.m. on Sunday. No student will be allowed to enter the hostel after 7.00 p.m. under any circumstance even while returning from term breaks. If the train and plane timings are after 7.00 p.m., they will go to their Local Guardians who will then drop them at school the next day before the school begins.
14. Entry after weekend outings will be before 7.00 p.m. on Sunday. No student will be allowed to enter the hostel after 7.00 p.m. under any circumstance even while returning from term breaks. If the train and plane timings are after 7.00 p.m., they will go to their Local Guardians who will then drop them at school the next day before the school begins.

15. a). All students must report on the given date after any vacation, failing which they will be fined Rs. 10001- per day or their admission will be cancelled. In case of any emergent reason the respective Vice Principal will take action accordingly.

b) Any application for attending marriages, functions or any other eventuality during the school term will not be entertained unless it pertains to the parents or siblings.

c) Written permission for the above should be obtained well on time.

16. Visiting Hours:

Parents and local guardians may visit their wards only on weekends of the month and public holidays between Summers

Summers -	8:00 a.m. to 9:30 a.m.
	5:30 p.m. to 7:30 p.m.
Winters	9:00 a.m. to 10:30 a.m.
	4:00 p.m. to 6:00 p.m.

17. Visitors and parents are not allowed to visit the hostel/ dorms. They will meet their wards in the visitor's room. Only those persons will be allowed to become the local guardians who are employed, have their own residences and live in a family environment. Parents are required to leave a telephone number and address with the warden for immediate contact in case of any emergency. If a student returns after any illness, he/ she should bring a fitness certificate, get it signed by the doctor and show it to the warden before rejoining the hostel.

18. Compulsory Study Hours:

8:30 p.m. to 11:30 p.m. in respective rooms under supervision of floor wardens /attendants / teachers. On the examination days the study timings can be extended for study in the common hall on their respective floors. However all lights in the rooms must be switched off at 11:30 p.m. **All students must maintain silence during these hours.**

19. The hostellers will remain on their respective floors after the night roll call for self study. The study hour supervision will be done on their respective floors by their respective floor wardens.

20.Meal Timings:

Morning Milk and Biscuits	: 6:30 a.m.- 7.00 a.m.
Breakfast	: 8.00 a.m. – 8.30 a.m.
Lunch	: 1 :00 p.m.- 1 :45 p.m.
Evening Tea	: 4:30 p.m.-5:00 p.m.
Dinner	: 7:30 p.m.-8.00 p.m.

21. Holidays breakfast timing will be 9.00a.m.to 9.30a.m. No breakfast will served after 9.30 a.m.
22. Birth Day Celebration: At tea time in the dining hall between 4.00 p.m. to 5.00 p.m.
23. PE is compulsory for all hostellers unless they are exempted by the school clinic doctor. Separate schedules are fixed for boys and girls in the evening for swimming and games at the sports complex. Students will wear the track suits which have to be purchased from the uniform shop during admission.
24. There is an STD booth in the school premises which remains open from 8.00 a.m. to 5.00 p.m. on all days for the Girls' Hostel. The Boys' Hostel has a separate STD booth in the hostel premises.
25. Parents and Local Guardians can contact their wards over the school Telephone no. 0421 - 2351515 ext. for girls and ext. for boys between 6:00 p.m. to 8:30 p.m. daily and also between 9:00a.m.to 11 :00 a.m. on holidays.
26. Students will be punished for scribbling graffiti on the walls, usage of foul language, unruly movement in the corridors or any other form of vandalism.
27. Serious offences like cheating in examinations, stealing, physical violence or damaging school property will be dealt with severely and could mean suspension 1 expulsion from the hostel depending on the severity of the offence.
28. **Students will not be allowed to keep mobile phones.** A fine of Rs. - will be imposed on defaulters and the mobile phone will be confiscated. If the offence is repeated it will lead to expulsion from the hostel.

HOSTEL CALENDAR

Fresher's Night	Last week of July
Hostel Farewell	Last week of January
Outings	Students, escorted by wardens, will be taken out for sightseeing, movies and shopping once a month - generally on the 1 stand 3rd weekend.

29. CLINIC RULES FOR HOSTELLERS

1. The hostellers admitted to the School Clinic will be allowed to come to the hostel for anything, changing etc. daily between 11.00a.m.and 12.00 noon only. They will not be allowed to leave the Clinic after wards, unless discharged.
2. Hostellers requiring treatment in the Clinic after 8.00 p.m. should come with a written permission from their respective wardens.
3. Students are not allowed to handle the TV or play radio/musical instruments in the Clinic.
4. If a student returns after any illness, she should bring a fitness certificate, get it signed by the school doctor, and show it to the warden before rejoining the hostel

FORMALITIES TO BE COMPLETED BEFORE JOINING THE HOSTEL

Before a student joins the hostel, the following documents / formalities must be completed on separate forms.

1. An authority letter from the parent, indicating two names and addresses (with their photographs and telephone numbers), who would act as the local guardians. Kindly note that only those persons will be allowed to become local guardians who are employed and live in a family environment. These rules will be strictly adhered to by the Hostel Wardens.
 2. A Certificate from the local guardians, accepting responsibility for the hostel student, and permitting the student to stay with him / her during sickness.
 3. Parents' contact numbers to be available in school in case of any emergency.
 4. A certificate certifying that no mobile telephone / cash / costly belongings are retained by the student.
 5. A Health Certificate regarding medical history etc. duly checked and signed by the doctor.
 6. All hostel students have a health insurance cover. The premium for this policy is paid for by the school the details of the policies are with the school Doctor in the clinic.
 7. Indemnifying the School against any damage, sickness, accident or death caused during the normal functioning of school activities.
30. A certificate authorizing the School to make arrangements for school activities, such as swimming, excursions, computers, type-writing, music, dance etc.,