

Boarding Policy

PSSEMR School/college & PU College is a residential school/college where boarding allows children to evolve into responsible global citizens. There are separate hostels for boys and girls. Each hostel has a warden, an assistant warden and a nurse to ensure a homey stay. We at our hostels respect the right of a child to study, play, relax in an atmosphere that promotes personal growth. Staying with students across various geographies, diverse culture helps each child develop mutual respect and acceptance of one another. Five boys hostels and a hostel for girls consist of cubicles that can accommodate four students each. Regular housekeeping and janitors ensure a clean and hygienic dormitories.

RESIDENTIAL GOALS

- To develop each child into an independent and confident human being.
- To create a fair & just atmosphere that makes each resident student a vital member of our learning community.
- To enable holistic development and intellect through quality interaction in an atmosphere of camaraderie.
- To encourage personal, social and cultural development of each individual through various activities.
- To create a secular and plural atmosphere which promotes global citizenship.
- To provide a safe and healthy environment that is free from hazards or danger. A premise that is free from any kind of physical or verbal abuse, ragging, bullying etc.
- To provide comfortable accommodation that ensures adequate privacy.
- To develop a sense of responsibility for self, for others and for their environment amongst the resident students.
- To provide an amiable atmosphere in times of personnel crises through various channels of communication with coordinators, counsellors, teachers, student advisors, peers, wardens, nurse etc.
- To enable frequent communication with parents or legal guardians.

The following are the facilities available to boarders:

All Boarders are provided with individual cots, cupboards, individual study tables. They are provided with a shoe room to keep their footwear. Clean and safe drinking water is available in the hostel. The restrooms are located inside the dormitories for easy access and a comfortable stay. The school/college provides Boarders with laundry services on a regular basis which are supervised by the wardens to ensure cleanliness and hygiene.

Each hostel is provided with a television and telephones (around 6 connections) are available for the purpose of communication with parents/legal guardian. Boarders are allotted specific timings to receive phone calls. This schedule is communicated to the parents in advance. Regular maintenance of hostels are carried out and any immediate requirements are addressed by the concerned maintenance department.

RULES TO BE OBSERVED

1. Boarders must bring clothing and other essential things as per the list provided by the school/college.
2. An inventory of students' possessions must be submitted to the warden on the day of reporting.
3. Obey the instructions given by the authority.
4. Behave politely to elders, teachers and wardens as well as cultivate the habit of wishing people.
5. Boarders must immediately respond to every call by the authority.
6. The students taking admission in hostel should register the details of a local guardian authenticated by parents.
7. Each student should provide two emergency mobile numbers and email address for hostel and school/college communication. SMS and Emails will be sent only to the given contact details.
8. Parent/ Guardian can contact the warden from the provided mobile numbers between 7 pm. To 8 pm in case of any information.
9. Boarders must not go out of the campus without the escort of the school/college staff/authorized guardian.
10. After vacation (either long or short) boarders must come back to the hostel on the prescribed date and time along with their parents/ guardian.
11. Boarders must follow the prescribed scheduled
12. Boarders must wear school/college uniform neatly and properly during class hours, visiting school/college authorities at office, going outside the campus with school/college staff and at the time of reception of dignitaries.
13. Boys should trim their hair neatly to make the appearance smart and the nails should be cut properly.
14. Students are allowed to wear only track suits/sports attire in the playground.
15. During class hours hostel gate will remain closed & no one is allowed to visit the dormitory without the written permission of the Principal.
16. During study hours, no one is allowed to play in-door or out-door games.
17. Boarder's progress card/mark sheet of exams /tests must be brought to the notice of the warden/teacher/parent to evaluate their progress from time to time (Note: class teachers will not accept the progress card back without the signature of the warden/teacher/parent).
18. Boarders should not entertain day-scholar friends/outside in the hostel and its premises and Boarders should not visit day-scholar's house /lodge/residence.
19. Any student who damages or destroys the properties of the school/college/hostel or other inmates will be punished. Deliberately scribbling on walls, pasting stickers on doors & windows, stamping on walls with soiled shoes etc. will lead to fine.
20. Breaking of window-panes, doors, smashing of urinals / toilet, damaging of water taps, lights, fans, switches and spoiling of public properties like tables, chairs, mattresses etc. are punishable offences. Any damage will have to be compensated by the students.
21. Moving the cot/furniture from the allotted area inside the room is strictly prohibited. Boarders are instructed to arrange their own bedding / other belongings in a neat and tidy manner.
22. Boarders must put off lights and fans before they proceed for classes. Carelessness in this regard will lead to fine.
23. Students are not allowed to take any common property (for eg. newspaper) to their room at any time.
24. T.V Room key, sports materials and other common items will be issued to the boarders only after entering into the lending – register and the same should be returned to the warden/person in-charge at the specified time.
25. Hostellers must keep punctuality in every activity and maintain perfect harmony.

26. Give active support for the decisions taken by the school/college authorities.
27. Harassing fellow- boarders or ragging is strictly banned. Any offence in this regard will lead to dismissal from the school/college.
28. Do not blame others unnecessarily and don't stand false witness against anyone to save yourself or your friends.
29. Do not take books or any article without prior permission of its owner, though the owner may be a close friend of you.
30. Formation of any association of students in the basis of religion, caste, creed or politics is not permitted during their stay in the hostel. Religious intolerance or prejudice or hurting religious sentiments will lead to sever action.
31. No boarder is permitted to enter others room / dormitory without the permission of the warden.
32. Oversees boarders must take care of FRRO procedures and the documents like – passport copy, copy of FRRO registration, VISA etc. must be given to the warden.
33. Boarders recovering from infectious diseases will be allowed to attend the school/college only if the doctor certifies, else the student shall be placed in quarantine as suggested by the doctor. The school/college decision in this regard will be final and binding.
34. No student is permitted to lock the room from inside when they are in the hostel.
35. Students must not take law into their hands but must report the disputes to warden – in-charge. All kinds of shouting and abusing are strictly prohibited. Vandalism of any kind is punishable.
36. Consumption of liquors, smoking, drugs and use of intoxicants in any form are strictly prohibited in the campus as well as in the hostel. Students should not chew anything (Chewing gum, pan or pan masala etc.) in the school/college/hostel premises.
37. They should not bring any prohibited items to the hostels such as, mobile phones, cameras, gold ornaments/very costly things/money/food items, fancy belts, hair gel/wax, perfumes, rings, makeup sets, hair colour etc. however, Tabs/Laptops loaded with school educational content will be permitted. Any misuse will lead to penalties and confiscation.
38. No boarder is permitted to ask another boarder for any undue favours.
39. Use of electronic items and musical instruments in hostels is strictly prohibited.
40. Boarder who is sick should register his/her name in the sick-register and get written permission from the warden /teacher in charge for absenting from the regular classes.
41. Sick students will be kept in the sick-bay and “Sick Diet” and treatment will be provided. In case of hospitalization local guardians should take charge the responsibility of their ward. If a medical leave is availed, fitness certificate and investigation reports must be submitted to the warden upon your arrival.
42. Boarders are not be permitted to keep or take medicines without the knowledge of the medial representative of the school/college/college.
43. Waste papers and other wastes should be deposited into dust –bin kept in the corridor.
44. Boarders are not allowed to talk in any language other than English in the hostel and school/college premises. Violation of this will lead to a penalty of Rs.1000/- each time.
45. The food served is not to be wasted. Wastage is considered as a crime. No outside eatables are permitted to the hostel.
46. The School/college management has the right to make timely amendments in these rules and regulations.
47. Out pass or Parent/Guardian visit can happen once in a month only on Sunday. For example if you have visited the school/college or obtained out pass on this Sunday, for the next three Sundays you will not be allowed to visit the campus.
48. Prior permission is needed before you visit the campus on any other day.
49. Parents must inform the warden before visiting the campus specifying the purpose. Please try to inform warden through a message, avoid telephonic calls as wardens have to handle their routine.

50. You shall request the warden for any kind of exit from the school/college. If the request is well within the rules of the school/college, then out pass will be issued else out pass or leave will not be issued. In case of any emergency or requests for leaves beyond school/college rules kindly request the warden, they shall seek the approval from the competent authority , once approved the same will be informed to you.
51. Upon your visit, you are strictly informed not to serve any food item inside the campus as it leads to littering and thus rodents.
52. No food items will be allowed inside the dormitory. This is to avoid rats and to maintain hygiene.
53. You are also strictly informed not to give phone calls to any student even if the student is your relative or from your native.
54. Parents will not be allowed to enter dormitory at all times. This is to protect the privacy of other children & staff
55. It is instructed to all the students to use safe locks to safeguard things in the storage racks and to not have any valuables in the dormitory as we cannot monitor loss or theft inside the dormitory.
56. No money to be given to children under any circumstance.
57. Any late reporting from the out pass or leaves will be viewed severely, penalties will be imposed.
58. Fee needs to be cleared before October each year. No excuses will be entertained. Kindly make necessary arrangements to avoid any inconvenience since you have been informed well in advance.
59. Vehicles will not be allowed inside the campus at all times. If there are elderly or if there is an emergency, vehicle will be allowed as we want to limit carbon foot print within the campus.
60. An advance fee of Rs.20,000 to be paid as a confirmation of your Continuation for the next Academic Year before the end of January each year.
61. Kindly behave courteously at all times with every office bearers of the school/college.
62. Boarders must enter and exit residential facilities through approved entrances and exit only. Entering or exiting through any other unauthorized entry/exit is prohibited with an exception of an emergency situation such as fire, natural calamities, wild animal attacks etc.
63. Parent/legal guardian must correspond with the warden or the school office through registered email id, telephone number or ERP only.

School schedule

Time	Routine
05:45am	Reveille
06:00am to 06:20am	Jogging/Exercise
06:20am to 07:00am	Sports fitness/Gymnasium
07:00am to 07:50am	Freshen up
07:50am to 08:25am	Breakfast
08:30am to 09:00am	Assembly
09:00am to 09:40am	I period
09:40am to 10:20am	II period
10:20am to 11:00am	III period
11:00am to 11:10am	Short break
11:10am to 11:50am	IV period
11:50am to 12:30pm	V period
12:30pm to 01:10pm	VI period
01:10pm to 02:00pm	Lunch period
02:00pm to 02:40pm	VII period
02:40pm to 03:20pm	VIII period
03:20pm to 04:00pm	IX period
04:15pm to 06:00pm	Sports/Scouts/NCC
06:00pm to 06:25pm	Freshen up/Evening snacks
06:30pm to 08:30pm	Prep classes
08:30pm to 09:30pm	Dinner/news
10:00pm	Retire

College Schedule – Science

Time	Routine
05:30am	Reveille
05:30am to 06:25am	Freshen up
06:30am to 08:00am	I period
08:00am to 08:30am	Breakfast
08:30am to 10:00am	II period
10:00am to 11:30am	III period
11:30am to 11:45am	Short break
11:45am to 01:15pm	IV period
01:15pm to 02:00pm	Lunch Break
02:00pm to 03:30pm	V period
03:30pm to 05:00pm	VI period
05:00pm to 06:00pm	Evening Break
06:00pm to 07:30pm	Study hour – I
07:30pm to 09:00pm	Study hour – II
09:00pm to 09:30pm	Dinner/News
09:30pm to 10:30pm	Study hour – III
10:45pm	Retire

College Schedule – Commerce

Time	Routine
05:30am	Reveille
05:30am to 07:00am	Fitness/Gymnasium
07:00am to 08:00am	Freshen Up
08:00am to 08:30am	Breakfast
08:30am to 10:00am	I period
10:00am to 11:30am	II period
11:30am to 11:45am	Short break
11:45am to 01:15pm	III period
01:15pm to 02:00pm	Lunch Break
02:00pm to 03:30pm	IV period
03:30pm to 05:00pm	V period
05:00pm to 06:00pm	Evening Break
06:00pm to 07:30pm	Study hour – I
07:30pm to 09:00pm	Entrepreneurship cell/Idea lab
09:00pm to 09:30pm	Dinner
09:30pm to 10:30pm	Novel Reading/News
10:45pm	Retire

Things to be brought by Students

Sl. No	Particulars	Qty
1	Bath room slippers	1
2	Nail Cutter	1
3	Hangers	10
4	Sports Shoes (Evening Sports)	1
5	Running Shoe (for Jogging)	1
6	Sandal	1
7	Bathroom Towels	2
8	Small Towel (for face wash)	1
9	Bath scrub	1
10	Hand kerchiefs	3
11	Mirror Small	1
12	Cream (Facial cream and sun screen)	<i>As Needed</i>
13	Brush	<i>As Needed</i>
14	Soap	<i>As Needed</i>
15	Comb	1
16	Powder	<i>As Needed</i>
17	Shampoo	<i>As Needed</i>
18	Shoe polish (Black)	1
19	Lock & Key (Big size)	1
20	Odomas Mosquito Cream	<i>As Needed</i>
21	Deodrant & perfume	<i>As Needed</i>
22	Paper Napkins	<i>As Needed</i>
23	Sanitry Napkins/Diapers	<i>As Needed</i>
24	Detol Handwash	1
25	Room Freshner	1
26	Bucket and Mug	1
27	Washing Soap (8th std to PUC only to wash inner garments)	<i>As Needed</i>
28	Tooth paste	<i>As Needed</i>
29	Underwear & Vests	7 pairs
30	Casual wear dress	4 Pairs
31	Ethnic Wear	2 Pair
32	Toilet Bag	1
33	Black Marker	1
34	Mosquito Net	1
35	School/college Bag	1
36	Umbrella/Rain Coat (any one)	1
37	Pillow	1
38	Pillow Cover	2
39	Blanket	2
40	Bed Spread (Bed Sheet)	2
41	Torch (Small)	1
42	Trolley	1
43	Swimming Costume (Goggles, Head cap, Nylon swim wear)	1

Note -

1	<i>All the materials are available in store on demand. However we advice you to procure everything on your own.</i>
2	<i>Shoes and sandals strictly to be bought by the parents only.</i>
3	<i>Only upon advance request, the shoes and sandals and sports shoes will be provided from the store.</i>
4	<i>No Gold/Sliver/Platinum/Diamond Jewells/Ornaments are allowed.</i>
5	<i>Cash/Bank Cards are NOT allowed</i>
6	<i>No Mobiles/Electronics gadagets are allowed</i>
7	<i>No Junk Foods/Eatables are allowed to ensure NO pests in the dormitory</i>

APPLICATION FORM –HOSTEL ADMISSION

(To be filled in Capital Letters Only)

NAME OF THE STUDENT (in block letters) :		Student Photo
Boy/Girl		
AGE & DATE OF BIRTH		
CLASS TO WHICH ADMISSION IS SOUGHT		
PERMANENT ADDRESS		
CURRENT ADDRESS		
Does the child have any medical history? If Yes furnish details		
DETAILS OF SIBLINGS STUDYING IN THE SCHOOL/COLLEGE		
NAME	CLASS	
PREFERRED FOOD		
South Indian*	North Indian*	Jain Food*

PARENT INFORMATION

NAME OF FATHER		Father's Photo
PHONE NO		
Email		
NAME OF MOTHER		Mother's Photo
PHONE NO.		
Email		

Note: Food options are subject to number of students opting for it and the school/colleges operational factors. It is not a matter of right.

INFORMATION OF LOCAL GUARDIAN (if any)

NAME OF THE LOCAL GUARDIAN		Guardian's Photo
RELATIONSHIP WITH THE STUDENT		
ADDRESS		
OCCUPATION		
PHONE NO.		
Email		

STATEMENT OF LOCAL GUARDIANSHIP

Master / Miss.....
studying in Grade (Admn.No.....) will be
visited / taken home by the following persons only.

Name of the Local Guardian Signature

1.
2.

Preferred food: (South Indian/North Indian/Jain Food)

DECLARATION

I hereby declare that all information stated above is true to the best of my knowledge and belief.

Name & Signature of Parent
Student

Name & Signature of

Name & Signature of Local Guardian

OUT-PASS FORMAT

Name of the student	
Hostel Name	
Dormitory Number	
Parent/Guardian Visiting to seek permission	
Reason for Out-pass:	
Document submitted to substantiate the reason for out-pass	
Date of Out-pass:	Time:
Date of Return:	Time:
NOC from Accounts Current Fee Due: Current Store Fee Due:	Signature of the Accountant
Any exemptions from NOC? <i>(if Yes describe)</i>	
Name of the Exempting Authority	Signature of the Exempting Authority
Signature of the Block Warden	
Signature of the Chief Warden	

NO OBJECTION CERTIFICATE

I _____ Father or Mother of Mr. /Ms. _____
studying in class _____ section _____ have no objection to the following –

Name of the Event/Occurrence	
From Date	
To Date	

Declaration

I hereby declare that I have signed this NOC on my own accord knowing fully well the risks and other issues, whatever may arise, involved in the event. I shall not hold school responsible for any untoward incidence that may occur during the event.

Date: _____

Signature of Parent/Guardian

Medical fitness report upon return from out-pass or leaves <i>(This report must be signed by a Medical Doctor only)</i>	
Name of the Student :	
Name of the Parent/guardian who obtained out-pass	
Place returning from:	
Date of the Out-pass:	
Reason for leave/out-pass:	
Has diagnoses for infectious diseases done?	
Does the student need to be quarantined? (If so specify details).	
Declaration by the Doctor	
The student was examined by me on _____ (Date). The student is medically fit to attend the residential school/college.	
Name of the doctor:	
Place of Practice/Name of the hospital :	
Seal and Signature	
<i>Note: willful misinformation/suppression of information will lead to legal action. If a child is advised to be quarantined, the school/college shall do so only if our quarantine facility is not fully occupied.</i>	

The Boarding Policy should be read in conjunction with the Child protection and safeguarding policy, Discipline policy, Student code of conduct policy, Safe school policy, Counselling policy, Field trip policy, Emergency plans and procedures.

Guidelines have been framed and have to be followed by the boarders for their safety and well-being. Boarding Policy and rules are subject to review and change as per the school requirement and discretion of the Management.