

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		
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 schools 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 :

DECLARATION

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

Name & Signature of Parent

Name & Signature of Student

Name & Signature of Local Guardian

HOSTEL ADMISSION RULES AND REGULATIONS

The right of admission to hostel and allotment of rooms is reserved to the school management. Students are not permitted to change the allotted room. Rooms are allotted on first come first serve basis.

RULES TO BE OBSERVED

1. Obey the instructions given by the authority.
2. Behave politely to elders, teachers and wardens as well as cultivate the habit of wishing people.
3. Boarders must immediately respond to every call by the authority.
4. The students taking admission in hostel should register the details of a local guardian authenticated by parents.
5. Each student should provide two emergency mobile numbers and email address for hostel and school communication. SMS and Emails will be sent only to the given contact details.
6. Parent/ Guardian can contact the warden from the provided mobile numbers between 7 pm. To 8 pm in case of any information.
7. Boarders must not go out of the campus without the escort of the school staff/authorized guardian.
8. After vacation (either long or short) boarders must come back to the hostel on the prescribed date and time along with their parents/ guardian.
9. Boarders must follow the prescribed scheduled
10. Boarders must wear school uniform neatly and properly during class hours, visiting school authorities at office, going outside the campus with school staff and at the time of reception of dignitaries.
11. Boys should trim their hair neatly to make the appearance smart and the nails should be cut properly.
12. Students are allowed to wear only track suits/sports attire in the playground.
13. During class hours hostel gate will remain closed & no one is allowed to visit the dormitory without the written permission of the Principal.
14. During study hours, no one is allowed to play in-door or out-door games.
15. 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).
16. 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.
17. Any student who damages or destroys the properties of the school/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.
18. 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.
19. 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.
20. Boarders must put off lights and fans before they proceed for classes. Carelessness in this regard will lead to fine.
21. Students are not allowed to take any common property (for eg. newspaper) to their room at any time.
22. 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.
23. Hostellers must keep punctuality in every activity and maintain perfect harmony.
24. Give active support for the decisions taken by the school authorities.
25. Harassing fellow- boarders or ragging is strictly banned. Any offence in this regard will lead to dismissal from the school.
26. Do not blame others unnecessarily and don't stand false witness against anyone to save yourself or your friends.
27. Do not take books or any article without prior permission of its owner, though the owner may be a close friend of you.
28. Formation of any association of students in the basis of religion, caste, creed or politics is not permitted during their stay in the hostel.

29. No boarder is permitted to enter others room / dormitory without the permission of the warden.
30. No student is permitted to lock the room from inside when they are in the hostel.
31. 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.
32. 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 / hostel premises.
33. They should not bring any prohibited items such as mobile phones, cameras, gold ornaments/very costly things/money/food items etc. to the hostel.
34. Use of electronic items and musical instruments in hostels is strictly prohibited.
35. 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.
36. 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.
37. Waste papers and other wastes should be deposited into dust –bin kept in the corridor.
38. Boarders are not allowed to talk in any language other than English in the hostel and school premises.
39. The food served is not to be wasted. Wastage is considered as a crime. No outside eatables are permitted to the hostel.
40. The School management has the right to make timely amendments in these rules and regulations.
41. Out pass or Parent/Guardian visit can happen once in a month only on Sunday. For example if you have visited the school or obtained out pass on this Sunday, for the next three Sundays you will not be allowed to visit the campus.
42. Prior permission is needed before you visit the campus on any other day.
43. 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.
44. Kindly do not call The Dean or The Principal for leaves or out pass at all, you shall request the warden, if the request is well within the rules of the school, 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 rules kindly request the warden, they shall seek the approval from the Dean / Principal, once approved the same will be informed to you.
45. Upon your visit, you are strictly informed not to serve any food item inside the campus as it leads to littering and thus rodents.
46. No food items will be allowed inside the dormitory. This is to avoid rats and to maintain hygiene.
47. You are also strictly informed not to give phone calls to any student even if the student is your relative or from your native.
48. Parents will not be allowed to enter dormitory at all times. This is to protect the privacy of other children & staff
49. 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.
50. No money to be given to children under any circumstance.
51. Any late reporting from the outpass or leaves will be viewed severely, penalties will be imposed.
52. 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.
53. 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.
54. 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.
55. Kindly behave courteously at all times with every office bearers of the school.

I shall abide by the above rules and if found violating any of these repeatedly, the school authorities can take disciplinary action against me.

Name & Signature of the Student

Name & Signature of the Parent/Guardian