



INTERNATIONAL PUBLIC SCHOOL- BHOPAL

Mandideep Road, Bhopal

Affiliated to CBSE

Hostel Rules, Regulations & Application Form

HOSTEL RULES

GENERAL

1. Hostellers must follow the daily routine of the hostel and school, unless exempted on medical grounds, or on recommendation of the Hostel Warden.
2. Hostellers are not allowed to stay back in the rooms during school hours/games/study periods. No day scholar friend is allowed to visit the hostel rooms.
3. Hostellers are not allowed to keep more than Rs. 100/- or any valuables in their possession.
4. Hostellers are not allowed to keep and take medicines/tonics without the knowledge of Hostel Warden/Medical Officer.
5. Electrical gadgets like music systems, heaters, kettles, irons or any other such appliances are not allowed in the hostel.
6. Cupboards must be arranged neatly. Surprise checks are 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 Warden's report on the students behaviour and conduct.
8. Any hosteller falling sick, will report to the school clinic. Emergency cases will be reported immediately by the Hostel Wardens and action will be taken.
9. Hostel Roll-Call Timings : 8.00 p.m. Light off Timings: 10.30 p.m.
10. **Leave rules:** Every Last Sunday of the month is 'a going-out' weekend. Students are allowed to visit local guardians through the system of Out passes, issued to them by the Hostel Wardens, duly signed and dated.
Out Pass issue timings : 10.00 a.m. to 5.00 pm.
11. When long leave is taken during working days, or students are unable to return in time after a weekend, leave letters should be sent to the warden by the guardian/parents.
12. **Visiting Hours :** Parents and local guardians may visit their wards only on Saturdays & Sunday between: Summers 4.00 p.m. to 6.00 p.m. Winters : 3.00 p.m. to 5.00 p.m.
13. Visitors and parents are not allowed to visit the hostel/dorms. They will meet their wards in the visitor's room.
14. **Prep Timings :** Summer — 6.00 pm to 8.00 pm, Winter — 6.00 pm to 8.00 pm. Students desirous of studying after 10.30 p.m. should go to the common study hall.
15. 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 the warden.
16. On holidays, breakfast timing will be 8.30 a.m. to 9.00 a.m. No breakfast will be served after 9.00 a.m.
17. **TV Timings :** 8.30 p.m. to 9.30 p.m. (Working days)
10.00 a.m. to 12.00 noon & 8.30 p.m. to 10.00 p.m. (Holidays)
18. Birth Day Celebrations may take place at tea time in the dining hall, between 5.00 p.m. to 5.30 p.m.
19. Parents / Guardians are advised not to bring or send any gifts or eatables on the occasion of their child's birthday. Birthday cake would always be arranged by the hostel.
20. PE is compulsory for all hostellers, unless they are exempted by the school clinic doctor.
21. 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.
21. Phone timings may be obtained from the warden after securing admission in the Hostel.
22. Serious offences like cheating in examinations, stealing, physical violence or damaging school property will be dealt with severely, and could mean suspension/expulsion from the hostel, depending on the severity of the offence.
A floor committee of the boarders (Floor Capt./Vice Capt.) from each floor will be responsible for the maintenance of the cleanliness and discipline on each floor. They will ensure that all fans and lights have been switched off in time.
23. Mid term withdrawals are not allowed, except on compassionate reasons, at the discretion of Hostel authorities. Full term fee shall be required to be paid in such cases.
24. Withdrawal of a student during mid term from the Hostel even under exceptional circumstances will be on the basis of withdrawal from school.

FOR HOSTEL ONLY

UNDERTAKING FROM LOCAL GUARDIAN

I undertake to act as
local guardian of Master/Miss
S/o / D/o. Shri
Studying in Class Sec in International Public School - Bhopal.

I Hereby give an undertaking that in case of any sickness, particularly any infectious disease or any emergency, it will be my responsibility to keep the ward with me for the period as directed by the school authorities.

Signature of Local Guardian Name in Block Letters.....
Complete Address:.....
.....

CERTIFICATE FROM PARENTS

This is to certify that:

- (I) My son/daughter is not in possession of any valuables, jewellery etc. I also undertake that no cash will be given to the ward by me or by local guardians.
 - (II) Master/Miss is permitted to participate in extra-curricular and other activities like excursions, music/dance events etc. as and when required by the school authorities.
 - (III) I agree to bear additional expenditure if need be, which may be debited to my ward's individual account.
2. I here by indemnify the school against any damages for sickness/accident/death caused to my ward during his/her stay in IPS Bhopal Hostel on account of any mishap that may be caused inadvertently.

Signature
Date

Name
(In Block Letters)

HOSTEL ADMISSION

Parents seeking hostel admission for their ward(s) are required to submit the application form attached herewith. On admission necessary fees may be deposited with the accounts department. Parents shall report to the Hostel for completing the Hostel admission formalities i.e. by filling in the requisite details indicated.

FORMALITIES TO BE COMPLETED BEFORE JOINING THE HOSTEL

Before a student joins/enters the hostel the following documentation formalities must be completed.

1. An authority letter from the parents indicating two names & addresses with their photographs & telephone nos. who would act as the local guardians.
2. Certificate from local guardians stating that they accept the responsibility of the child incase of emergency, sickness or any other need of the child.
3. List of clothing and items deposited with the child.
4. Health certificate regarding medical history etc. duly signed by the Parents and the Hostel Warden concerned.
5. Indemnifying the school against any damages for sickness/accident/death caused in the normal course of school and hostel activities.
6. Parents to submit their telephone numbers and address for first contact in case of any emergency.
7. Hostel requirements and school uniforms to be provided by parents.
8. Certificate from the qualified paediatrician that the child is medically fit.
9. A certificate that no cash/costly belongings are retained with the student.
10. Hostel rules and regulations are subject to amendment from time to time as per the decision of the management.

