



**HANDBOOK
ON
HOSTEL RULES**

2016 - 17

Name :

Class /Sec : Admission No :

**Delhi Public School
Guwahati**

Gayatri Mantra

Om Bhurbhuvah Svah
Tat Saviturvarenyam
Bhargo Devasya Dhimahi
Dhiyo yo Nah Prachodayat.

Om:

The one supreme God

Bhurbhuvah :

Who is lord of this world and the worlds beyond

Svah :

Who exists (Controls) by his own Omnipotence

Tat Saviturvarenyam :

Of that enlightened Self (Noor) we make the choice to worship

Bhargo Devasya Dhimahi :

Of that God we do the meditation in our mind

Dhiyo Yo Nah Prachodayat:

May He impel us towards noble thoughts (and deeds)

.....

The School Prayer

Where the mind is without fear;
And the head is held high;
Where Knowledge is free;
Where the world has not been broken up
Into fragments
By narrow domestic walls;
Where words come out
From the depth of truth;
Where tireless striving
Stretches its arms
Towards perfection;
Where the clear stream of reason
Has not lost its way
Into the dreary desert sands
Of dead habit.
Where the mind is led forward by thee
Into ever- widening thought and action;
Into that heaven of freedom,
My father,
Let my country awake.

Rabindranath Tagore



Hostel Prayer

Oh Lord !!!

Give us the kindness,
To hear with compassion;
To offer support,
Loving comfort
And care,
Give us the courage,
To do what is needed;
The wisdom to choose
What is right
And fair
Give us the vision
To see
What is possible,
Give us the faith
That will help
Pave the way
For a present
That is hopeful;
A future
That is peaceful,
Give us a heart
To bring joy
To each day

Amen



**ZERO TOLERANCE FOR
PHYSICAL ASSAULT
or
SUBSTANCE ABUSE**

Any student found indulging in physical assault, or substance abuse shall be expelled from the school without any explanation and warning.

INDEX

1.	Hostel Rules (2016-17) : Introduction	1
2.	Basic Amenities	2
3.	Staff	3
4.	Local Guardian / Guardianship	3
5.	Guidelines for Parents / Guardians	4
	(a) Principal's Office	4
	(b) Vice Principal's Office	5
	(c) Hostel Co-ordinator	5
	(d) Group Tutor / Teachers in the Day School	6
	(e) Hostel Reception	6
	(f) Accounts	7
6.	General Hostel Rules	8
	(a) Boarders Account	8
	(b) Procuring Edibles / non – edibles from home / day scholars	9
	(c) Haircut	10
	(d) Cell Phones	10
	(e) Support for class XII students for making applications to colleges and universities	11
	(f) Ragging and bullying	12
	(g) Safety, Security and Insurance System	12
7.	Entry and Exit from the hostel	13
	(a) Entry to the hostel after vacation/week end outings	15

	(b) Exit from the hostel before the vacation	16
8.	Housekeeping and Environment Code	17
9.	Laundry	18
10.	Internet Facility	18
11	Leisure Activities	18
12.	All boarders must.....(Do's)	18
13.	All boarders must not..... (Dont's)	20
14.	Visitors	22
15.	Attending Boarders' Medical Needs	23
16.	Academic Policy	26
	a) Study Times	26
	b) Prep Rules	27
	c) Managing of prep rooms / dorms	28
	d) Additional afternoon prep	28
	e) Self study hours	28
17.	Dining Room Policy	28
	a) Dining room rules	29
	b) Hostel Involvement for Extra Mural Activity	30
	c) Stationery items	30
	d) Boarders' Council	31
18.	Practical Matters	31
	a) Personal Items	31
	b) Optional Items	31
	c) Electrical / Electronic Equipment	32
	d) Religious Festivals	32

e)	Withdrawals	32
f)	Visitors' Cars	34
g)	Dress Code	34
h)	Leisure Activities	35
1)	Weekly Menu Of Hostel	37
2)	Trips & Excursions	38
3)	Fee Structure of the Hostel	40
4)	Parents Feedback on Hostel Facility	41
5)	Undertaking by parent / Guardian	42
6)	Consent by Parent / Guardian	43



DPS GUWAHATI

HANDBOOK ON HOSTEL RULES 2016-17

Boarding at DPS Guwahati provides your ward with a realistic view of the world, giving the student unparalleled opportunities for sporting, cultural and leisure activities. The infrastructure provides for intellectual, social, emotional and moral growth, so that when students leave us they will have the skills and confidence to be caring, competent and confident young citizens, able to enjoy and contribute fully to the world around them. Boarders at DPS Guwahati make a difference. At the end of the school day when classes are over, boarders and boarding staff keep the campus alive. Within its secure, caring and happy environment your ward will be valued for his/her individual contribution and will be encouraged to be involved in every available activity within and outside the school.

Boarders become part of a close and happy community, developing lifelong friendships. Our Boarding House staff actively encourage personal development where self realization, challenges and self esteem are nurtured to create growth and confidence. Boarding life enables us to educate the whole person for the wider world, ensuring your ward's awareness of the needs of others with respect for different backgrounds and opinions and a sense of responsibility, by sharing duties and taking a lead or supporting others. Boarding also enables students to develop intellectual, physical and creative potential with emotional and spiritual understanding.

We understand the sacrifices that are made by you as parents-both financially and emotionally, in order to give your ward the educational and social advantages of a boarding school education. Our Boarding House staff recognizes that a partnership between the school and home is invaluable in achieving academic, social and personal potential. Equally, the duty of care for the welfare of each boarder is most effective when carried out in partnership with home. As parents, you are encouraged to contact the Hostel Co-ordinator or Boarding House staff to discuss any issues, worries or concerns you may have regarding your ward or his/her boarding experience at DPS Guwahati.

We value and respect the trust placed in us by you and hope that the boarding experience provided by the DPS Guwahati family is a happy and memorable one for your ward. In our endeavour to facilitate the home environment the following basic amenities are provided to the boarders:

Basic Amenities :

- Accommodation – separate for boys and girls.
- Air-conditioned hostel building.
- Hot water – water heating system for bathing.
- Telephone – Boarders will receive incoming calls from parents in the telephone that is placed in the hostel reception. (as per the schedule NOTIFIED SEPARATELY at the time of joining the hostel)
- Laundry – State of the art laundry machine has been installed.
- Cobbler – Services are available on need basis.
- Tailor – Services are available on need basis.
- Barber – Once in every fifteen days. CREW CUT for boys is a must.
- School infirmary – With 8 beds and monitored by qualified GNM Nursing staff. During medical emergencies or in cases where the students require improved medical treatment and special attention the child is handed over to the parent / guardian.
- Security – Deployment of armed/unarmed personnel round the clock.
- Transport – Provided for conveyance of children during long vacations to the airport.
- Mess – Available within the hostel premises with separate veg and non -veg food.
- Sports, performing arts and other recreational facilities on a routine basis.
- Counselling sessions on life skills
- Photography, Cookery, Pot Designing, Flower arrangement workshops.

Staff:

Your ward is cared for by an enthusiastic and committed Boarding House staff ever ready to provide the emotional and social support that the boarder may need. The staff seeks to understand the individual needs of each student. We work together with the parents, to provide the best possible environment for your ward's home away from home. The Boarding House staff communicates daily with the Day School to further support the needs of each boarder.

The organizational structure of the Hostel Staff :

- Hostel co-ordinator.
- Group tutor to take care of the academics – at least one on every 15 students.
- Bursary / Accounts In-charge
- Sports In-charge
- In-charge performing Arts
- Separate counseling for boys and girls.

Hostel co-ordinator will be the overall in-charge to ensure the well being of the students, health and hygiene of the hostellers and will be liaising with the other in-charges of the school and the hostel to take care of the students' academics, sports, cultural and literary activities. **On emergencies the Vice Principal may be contacted.** The school infirmary advises the administration regarding the physical, mental and social well being of the boarders.

Local Guardian / Guardianship: Parents are required to appoint a guardian if they stay out of Guwahati to take responsibility for their ward. Only those persons will be allowed to become the local guardians who are employed, married and have their own residences in Guwahati and live in a family environment. No student/unmarried person will be allowed to become a local guardian to a hostel student of DPS Guwahati. Every boarder's local guardian will be introduced to the hostel co-ordinator by the parents at the time of admission. The School requires that all guardians are married and are easily contactable and are prepared to make travel arrangements and, if required, look after your child (their ward during holiday, exit periods and medical emergencies). The School requires that guardians:

- It is mandatory for parents of boarders to nominate one local guardian residing in the city with all relevant details as per hostel by-laws

- Local Guardian should make himself / herself available when ever contacted or emergency arises.
- Ensure that your ward is making satisfactory progress in his / her studies
- Attend parent-teachers' meets when the parents are not able to attend one.
- Act as a contact point for the School at all times.
- Arrange for the student's leisure activities and travel / accommodation during mid-term exits and term holidays (as required). This includes arranging suitable transport to and from the airport as necessary.
- If requested, control the student's allowance and in agreement with you, arrange for the purchase of necessary items such as books and clothing.
- Sign documents as necessary. Guardians may be asked to sign medical forms, bank and passport forms.
- Ensure in the event of illness that your ward receives appropriate medical attention and care. When necessary, guardians will be required to take the ill student home for the period of recovery.
- Communicate regularly with the Boarding House staff about the welfare of the student.

Guidelines for parents / Guardians:

The following offices / dept. may be contacted as and when required :

Principal's Office

- Parents / Guardians are asked to contact Principal's Office only when issues are not resolved at the level of Accounts department for financial matters, Group Tutors for academics, Hostel Co-ordinator for all other matters related to the student's life inside the campus and Vice Principal for suggestions and grievances. They may address the letter to P.A. to the Principal or Email to Principal-
principaloffice@dpsguwahati.in

- It is expected that all circulars, notices, invitations, reminders and letters through e-mail / by post from the Principal's Office are taken seriously and adhered to.
- **Principal can also be contacted over the phone only though the PA to the Principal on 7086055504/505.**
- Personal meeting with the Principal will be possible only with a prior appointment through the PA to the Principal or Hostel Co-ordinator Between 10.00 am to 2.00 pm only on Thursdays and Fridays. Such appointments must be sought at least a week in advance. Appointments are subject to availability of free time slot in the daily planner of the principal.

Vice Principal's Office

- Assisting the Principal is the Vice Principal. He substitutes the non availability of Principal at all times in the campus. The Vice Principal supervises the functioning of the School, hostel, the performances of the Staff and Students and reports to the Principal. The office of Vice Principal coordinates all internal affairs of the school and hostel.
- Parents /Guardians can Contact the Vice Principal's Office or Email to **vice.principal@dpsguwahati.in**
- The Vice Principal can be met on the working days from Monday to Wednesday between 12:00 noon to 2:00pm. Such appointments must be sought at least a week in advance through the Front Office.

Hostel Co-ordinator

With prior appointment through the telephone Hostel Co-ordinator can be met on all working days between 2.00 pm to 4.00 pm & 6:00pm to 7.00pm. He /she may also be contacted at coordinator.dpsghostel@gmail.com. Parents /Guardians can contact Co-ordinator's Office for the following needs.

- Behavioural problems of the ward & disgraceful behaviour (if any)
- On call from any of the school authorities.
- Health related matters
- Availing out pass / permission /late reporting /leave for

week-end / week-end outpass.

- Study habits and tutorial matters.
- Diet problems / specific dietary needs of ward
- Medical treatment and follow-up on sick reporting
- Suggestions for development of housekeeping, food, maintenance of hostel infrastructure.
- Circulars (Hostel related), Food menus, Etc.

Group Tutor/ Teachers in the Day school

Teachers in the day school can only be contacted through the group tutor with a prior telephonic discussion and if required the personal visit to meet the teachers may be arranged by the group tutor. **The group tutor may be contacted on all working days from 6pm - 7pm with a prior appointment over the phone for:**

- Issues related to academic and co-curricular activities in the day school.
- The performance and behavior of students
- Academic Activities - Performance and follow up
- Difficulties in learning and understanding
- Response to Class Teacher's Monthly Report / Progress Report
- School teachers may be met on all working days from 2.00 pm to 3.00pm and from 9.00am to 1.00pm on two working Saturdays. It is advisable that a prior appointment is sought from the hostel co-ordinator in this regard.

Hostel Reception

Parents / Guardians are asked to contact the hostel reception for addressing the following areas of concern.

- Drop and pick up of wards against Gate Pass on Holidays
- School / CBSE Certificates / Registration
- Bonafide / Specific Certificates
- Meeting children during birthdays in the hostel.
- Out pass / Visit permission
- Hospital and Medical Matters

Accounts

Parents / Guardians are asked to contact the accounts dept. during working hours personally in between 10 am to 2 pm or through e-mail at **dps.acc2fee@gmail.com** for addressing the following areas of concern.

- Settlement of school / hostel dues of students.
- For acquiring the detailed accounts status of individual student on quarterly basis.
- Schedules and mode of payment of fees.
- For obtaining certificate of payment of fees for income tax purpose or claiming refund from employer or for any other purpose(s).
- Follow up on letters, E-mail communication if no reply is received from concerned office within 3 days.
- Overseas Student's Parents on arrival for Overseas Students Registration, Visa, Residential Permit and Passport matters.

Fee Matter:

- Parents are requested to go through the fee rules printed in the Fee Booklet for the year 2016-17 carefully. Payment of fees after the due date will strictly attract LATE FINE as per the rules. If the fee is paid after the due date, late fine will be charged @ Rs. 20/- per day after the due date, i.e, from the 11th day of the 1st month of the relevant quarter till the last day of the 1st month of the quarter and thereafter @ Rs. 100/-per day from the 1st day of the 2nd month of the relevant quarter till the date of payment of the fees.

Fees may be paid:

- at SBI South Guwahati Branch or any Branch of SBI in our A/c no. 30678144631.
- by online transfer directly from Bank Account or by NEFT.
- by post dated cheques deposited in the Accounts Department of the School at the time of renewal of admission or new admission (strictly before 10th of April, 2016)
- Bank Account details for payment of Fees:

- Account Name : Delhi Public School Guwahati.
- Account No. : 30678144631 (POWERJYOTIA/C)
- Bank & Branch : State Bank of India, South Guwahati Branch, Ulubari, Guwahati.
- IFS Code : SBIN0001244.

Due dates for payment of Fees for the year 2016 - 17 :

- First Quarter : on or before 10th of April, 2016
- Second Quarter : on or before 10th of June, 2016
- Third Quarter : on or before 10th of September, 2016
- Fourth Quarter : on or before 10th of December, 2016

NOTE :- For Fee Structure for the Session 2016-17, Please refer page no. 40 of this booklet.

GENERAL HOSTEL RULES:

Compensation for damaging & disfiguring the hostel / school property:

- Students held directly responsible for such an act shall be debarred from leisure and sporting activities for a stipulated period of time. In addition, they will have to pay TWICE THE COST of the damaged property. If the damage has been caused collectively by a group of individuals the financial penalty shall not exceed 1.5 TIMES the total cost.
- If the person(s) still remain unidentified after the damage to the property the penalty shall be levied to the entire group of students living in the vicinity of damaged property.

Boarder's Account:

- All the articles required for daily use can be acquired from the Hostel Store or the store of Student Gallery in school. Amount of such purchases will be charged to the Bursary account of the boarder and will be recovered along with the next quarterly fee.
- On occasions boarders may be taken to the mall(s) fixed by the school, where cashless purchase may be done. The amount

of such purchases will also be charged to the bursary account of the boarder and will be recovered with the fee for the subsequent quarter.

- Boarders may also be taken for outings like movie shows, amusement parks, etc. The expenses on such outings will also be charged to the bursary account of the boarders and will be subsequently recovered.
- For all the outings, the parents will be intimated in advance and a written permission will be sought.
- In case of boarder's representing the school for any event outside, the expenses will be borne by the boarders as per the school norms and the amount of such expenses will be charged to the bursary account of the boarder which will be recovered with the fee for the subsequent quarter.
- There may be some examination / tests / programmes / competitions etc, conducted by some outside agencies or institutions for the students of the school. A boarder may also like to participate in such programs. In such cases the fee for such programme will be charged to the bursary account and will be recovered subsequently.

Procuring Edibles / non- edibles from home / day - scholars :

- Outside / homemade food is not permissible in the campus.
- Fermented food, spicy bhujia, chana, chips, chewing gum, pickles Butter, Cheese etc. are not allowed.
- It is also expected that boarders do not borrow or take edibles from day scholars / visitors / parents.
- Parents are advised firmly not to send any edibles under any circumstances to the school at the time of visiting / leaving / sending their children to the school hostel.
- Similarly boarders are strictly advised to refrain themselves from borrowing / asking / collecting / buying any articles- edible / non-edible from day-scholars / visitors. Any such will severely be dealt with.
- List of edible items that are permitted to be brought from

home include bourn vita, horlicks or any other similar health drink according to taste and preference to be mixed with milk. Namkin like fried moong dal, dry fruits and nuts, fresh fruits like apples, guava, pomegranate and pear which may be easily stored in the cupboards and do not require any refrigeration, biscuits of any make digestive biscuits to be brought .

- Chocolates are strictly not allowed in huge quantity.
- It is recommended that only small juice packets are provided to students as they can be disposed properly. Fruit juice like tropicana, real, ORS. juice and only natural juice are allowed.

No foreign food items / sweets are allowed. No nestea, no mini cakes, no cream biscuits.

Haircut:

- Boys should maintain neat and tidy CREW CUT hair. The school will seek the service of the barber every fort-night to maintain crew cut hair of the boys.
- Girls necessarily will have to have hair cut as desired by the school from their home
- It is mandatory for girl not to have flicks / fringe / bangs. Hair longer than the shoulder length have to be tied in a pony or should be well plaited.
- Only and only green colour hair band should be used.
- Students having lice in their hair will be medically treated as and when required without seeking permission from the parents / local guardians. Hence, students having allergy with any of the lice treatment shampoos available in the market should get it notified to the co-ordinator in writing.

NB : Articles should be sent in a recycle bag rather than a polybag as the school is polybag free zone.

Cell Phones:

- STUDENTS ARE NOT ALLOWED TO KEEP THE CELL PHONE WITH THEM WITHIN THE SCHOOL AND HOSTEL

PREMISES AT ANY COST and cell phones must be deposited in the hostel reception . The cell phones will be handed over to the students just before their departure from the school for their home.

- In case of any exigencies and emergencies the school seeks the support and assistance of the parents.
- In case a parent has not been able to make the call as per the schedule it will not be possible for the school to provide alternative time slots because facilities do not exist to provide such out of schedule telephone calls.
- Student will be allowed to receive phone calls from their parents once a week as per the day and time prescribed by the hostel coordinator. Such call should not exceed more than five minutes. The calling dates are informed to parents at the beginning of each term through circulars but can be cancelled at the last minute due to other residential programs being arranged in the school.
- If any message is required to be conveyed to the students during the week days, they may contact the school office. Hostel contact nos. are-7086055506 Boys/7086055507 Girls. and the School contact nos. are 7086055501/02/03.
- On the first week of beginning of the session the hostellers who have been newly admitted will be allowed to talk to their parents every alternate day which shall be intimated to them.
- Telephone calls for class X and class XII students: In addition to the above calls, the students of classes X and XII can receive a telephone call after every paper of the board examination. This facility is being provided so that parents can provide the emotional support and encouragement to the child.
- Untimely telephone calls : Please do not make any telephone calls apart from the CALL TIMINGS and on the CALL DATES notified. Any calls made beyond these slots will not be received by our staff members.

Support for class XII students for making applications to colleges and universities:

It will be the responsibility of the parents and the child to identify and organize the application forms, fill them in and arrange for the required fees to be paid for any college the child may like to apply to. The school has been displaying general information about opportunities available to students on an ongoing basis. We provide the important newspapers to the library and the hostels. Students need to be alert and help each other in this endeavor. The parents will have to send the application forms to the child or to the school by post or by private courier so that same can be handed over to the child. The school can make arrangement to send the application directly to the college by registered post A/D or through private courier service (as suggested by the parent/child) and the cost will be charged to the bursary account of the child.

Ragging and bullying:

- Ragging is strictly prohibited. Any student indulging in the same will be expelled from the school without any notice or warning.
- Serious offences like cheating in examinations, stealing, any kind of bullying, physical violence or damaging school property will be dealt with severely and could mean suspension or expulsion from the hostel depending on the severity of the offence.
- No student will use any form of bullying and / or physical violence against any other student . This is the most serious offence which will merit the most severe consequences.

Safety, Security and Insurance system:

- **Both the hostels** - girls and boys are electronically and manually secured from fire, tress passing and burglary. It is required of the students to keep away from the electronic alarms and not to play around with any of the gadgets.
- Your ward is responsible for looking after his / her personal items in the Boarding Houses and around the School campus.
- Each student has a lockable wardrobe.
- Please note that the School's insurance policies do not cover loss, theft or damage of personal belongings and no

responsibility can be taken by the School in such an event.

- Arms are not allowed in the campus, except the school's security establishment. Parents / Guardians / Visitors will be frisked for the safety and security of the students and are therefore, requested not to bring arms or armed guards inside the campus.

Entry and Exit:

- Signing Out: Each hostel has a signing out book. If your child is going home, he / she has to be signed out in the presence of the Group Tutor on duty and hostel co-ordinator. He / she must be signed out by the parents or a person on his / her signing out list. If the person does not appear on the signing out list, then we need a signed e-mail from the parents giving permission. This must be followed by the telephonic call to the authority concerned- the Co-ordinator.
- At the time of emergency at home, boarders will not be permitted to leave the campus without a written application from the parents or local guardian following the approval from the competent authority. It is mandatory for the local guardian to come to pick up the student in the school during emergency.
- The annual calendar is divided into two terms - 1st term extends from April to September and 2nd term extends from October to March.
- Boarders are entitled for five night outs which may be availed separately or in continuation during the academic year.
- Full Boarders are entitled for one day out on the 4th Sunday of every month.
- For both weekly and full boarders one separate night out is permissible for any one of the following festivals: Mahavir Jayanti, Gurunanak jayanti, Id, Christmas, Diwali, Raksha Bandhan, Magh Bihu, Rongali Bihu, Buddha Purnima, Bhai Dhuj, Holi and Good Friday.
- The festival night outs may be availed separately or normal night outs may be clubbed with the festival night outs if the same is due to the boarder.

- The grant of festival night outs other than the aforesaid list will rest on the approval from competent authority only.
- The timings for night outs are as follows : After the completion of prep classes during working days, as per the day's routine-during non-working days. Reporting time back to the hostel is by 6 pm sharp.
- Authority letters will not be accepted. Local Guardian/s or parent/s must collect their wards personally.
- No leave will be granted to the hostellers to go home for attending any function during school days. Station leave during the week is at the discretion of the Principal.
- No student will leave the premises without the Hostel Co-ordinator's permission and without signing the in/ out register. No boarder will leave the campus unless he / she has been issued with a boarding out pass. The Signing out policy meant to promote the safety and well being of the boarders.
- Hostellers are expected to join hostel on the notified date or else necessary action will be taken as deemed fit.
- **It is also expected that hostellers do not leave the school campus along with day scholars in the school bus or any private vehicle. Nonetheless, in case of any contingency the student will be escorted by the hostel staff to the designated place in Guwahati as and when required. Even though utmost care will be taken, the school shall under no circumstances be held responsible if any student absconds from the campus along with the day scholars in the school buses as there is a fleet of 94 buses continuously moving in and out of the school.**
- Special leave in case of family exigencies (e.g. Birth, Death, Marriage, etc.) would require the due approval from competent authority.
- SCHOOL SERVICES : Please note that the parents of the boarders will have to drop the child in school and take the child from school as and when the vacations or outings happen. When a child is being withdrawn from the school the parents will have to collect the belongings of the child from the school.

The school cannot take the responsibility of sending the items to the parents.

- **LATE RETURN OF BOARDERS :** Please note that from now onwards the school gate will be closed at 6.00 PM on all days. Whenever children are to be dropped after vacations, outing or any other approved leave, parents will have to drop the child before 6.00 PM. Please do not bring back children after 6.00 PM because we will not be able to receive the child after that. It is suggested that reporting between 2 PM and 5 PM will be mutually beneficial to discuss and sort out any matter that you may like to take up. Due to certain risky decisions by the student and their parents we have a couple of situations when the school has refused permission to the child to go out with other guardians. The school will not send any children with other parents/friends or local guardian unless written authorization/approval is there stating that the parent knows the person personally and all risk is borne by them. We had instances where children have misled the parents and school by providing false approval from parents. Hence forth, school reserves the right to reject such demands/approval. This is done with interest of the child in mind.

Entry to the hostel after vacation/week end outings:

- Whenever students enter the campus after vacation their bags will be checked to ensure that no undesirable items have been brought to the campus. Moreover, routine checking is carried out on an everyday basis.
- The boarders will at first report to the reception / Co-ordinator / group tutor as instructed, put their initials in the entry register and then will be allowed to move to their rooms.
- It is to be ensured by the parents that no boarder carries any communicable disease at the time of entry to the hostel after vacation. Under such circumstances it is advisable to keep the boarders at their residence and report to the hostel with the medical certificate only when completely cured. Furnishing a medical certificate at the end of any vacation is mandatory.

- After the vacation students must report by 6.00 pm, a day prior to the starting of the school. It is automatically expected that on the scheduled day of arrival all the students will dine together.
- Entry after weekend outing will also be before 6.00 p.m. on permitted night outs and festival outs. No student will be allowed to enter the hostel after 6.00 p.m. under any circumstances.
- While returning from term breaks, if the train and plane timings are after 6.00 p.m. and the boarder cannot reach the hostel, the boarder will go to their Local Guardians who will then drop them at school the next day before the school begins i.e. by 6.00 am.
- While traveling in NE, due to security reasons, it is expected that boarders travel by air wherever possible. If the boarders travel by flight, the school will make necessary arrangements, after receiving the air tickets/corresponding PNR and travel undertaking to drop them at the airport and escort them till the boarding pass is collected by the boarder.

Exit from the hostel before the vacation:

- Parents will telephonically be informed by the students them selves and the group tutor in charge just before their departure from the hostel. At the time of departure their cell phones will be returned to them for which they have to put a request a day in advance. As a routine practice such departures are notified through email.
- It is expected that on arrival at home the parents inform the school of the same.
- Hostellers will not be allowed to travel alone unless a written note and undertaking is received by the school authority.
- It is expected that all the boarders leave the campus on the day before thevacations begin by 06.00 pm positively after the school gets over or by 12.00 noon on the day vacations begin.
- From the security point of view the school authority recommends

that departure of hostellers from the school should take place only by Air Travel. In that case the school staff will escort the child to the airport and shall remain there till the security check and final take-off is over. In case students prefer to travel by rail / road they are to be picked up by parents / local guardians from the school in person. In case of emergency if student cannot travel by air and also cannot be escorted by the parents or guardians, then school will make arrangements to drop the students to the railway station and help them board their train / bus. However, then the school will not be responsible once the students have boarded the train or bus. The hostel coordinator will email the flight schedule for all vacations (session break, summer break, puja break and winter break) to parents in advance so that they have ample time to book the flight ticket(s). They in turn are to email the flight ticket(s) as per the flight schedule and on receipt of the flight ticket on email the child will then be escorted by the hostel staff till the visitor's lounge of the Guwahati Airport. And it is understood & expected that parents shall reach the arrival lounge of the destination airport at the arrival time to receive the child and thereafter report to the school authorities telephonically immediately, about his/her arrival. There is risk involved while traveling; hence, parents will not hold the school authorities responsible for any untoward incident that may take place once the child has entered the airport. Parents are to follow the emailed flight schedule only and any request for dropping the child to the airport for other than the flight schedule will be declined out rightly.

Housekeeping and Environment Code:

- The rooms and the entire hostel are swept and mopped daily. However, in addition the boarders are also responsible for the cleanliness of their own rooms. The respective in-charges will come for sudden inspection of the students' wardrobes once a week or more.
- Kitchen and Dining halls are cleaned and hygienically main

tained by the house keeping staff.

- THE SCHOOL HAS BEEN DECLARED A “PLASTIC FREE” ZONE AND THE USE OF PLASTIC IN THE CAMPUS IS STRICTLY FORBIDDEN. VISITORS ARE REQUESTED NOT TO BRING ANY PLASTIC BAGS INSIDE THE CAMPUS.

Laundry:

- Laundry facilities (washing, drying and ironing) are available on the prescribed days. Students are to hand over their clothes to the supervisory staff as instructed according to the roster.
- The School will take care of the expenses for washing and dry-cleaning (only for the school blazer) as per the list given to the students on their arrival. Any extra laundry will be charged through the boarders account.

Internet Facility:

- Internet Facility is strictly for educational purposes. Boarders will be provided with the internet facility in the hostel too. However, to make use of it, they are expected to have their personal PC or laptop (at their own risk). Emails, chatting, etc. is not allowed.
- Although there will be strict vigilance on the sites that boarders will be surfing, yet it is desirable that students do not surf the undesirable search engines. Any student found guilty will be debarred from the IT facility which may also lead to other disciplinary actions.

Leisure Activities:

- Various workshops such as photography, pot-designing, diya designing, rongali making, flower arrangement, cookery classes are organized from time for boarders.

All boarders must:

- regularly and punctually attend school, class sessions on the school timetable, study sessions and other compulsory activities as determined by the school / hostel;

- carry out and obey all lawful instructions of the principal, teachers, staff members and learners of the school or hostel;
- dedicate himself or herself to his or her studies and complete on time all legitimate curriculum tasks and assignments;
- respect the dignity, person and property of teachers, learners and members of the public;
- accept and respect the multi-cultural diversity of learners and teachers of the school;
- abide by and comply with the rules of the school or hostel as approved by the school board;
- maintain a high standard of personal hygiene and a clean, decent and neat appearance;
- ensure that they are properly dressed, shaved (for male students falling in that age group) and their hair neatly combed / tied as per the rules before leaving the hostel in the mornings for the school;
- seek permission/inform the group tutor a day in advance in case he / she is given a task to be completed in the day-school, by the school teachers;
- sleep in their own allotted rooms / beds only;
- lock their cupboards before they leave and hand over the keys to the in charge;
- turn off electrical fixtures, AC's, water taps, wherever and whenever not required;
- contact the Co-ordinator and school counselors for any problem without any hesitation;
- inform if for any reason a boarder is not able to report to school from place of residence after the vacations;
- ensure that behavior is beyond reproach while traveling by public transport;
- ensure that the rooms are kept clean at times and beds are made up before leaving for school. All clothes are to be packed away. Daily inspection will be done by the appropriate Hostel Management Committee;

- necessarily avail and make use of Library and Internet Facilities;
- at all times be Inpossession of a library book to read;
- report to the Co-ordinator before entering the hostel;
- follow the daily routine of the Hostel and School, unless exempted on medical grounds on the recommendation of the Hostel Co-ordinator/ Medical Officer / Nursing staff;
- scan the notice board and follow instructions given to them. All notices will be put up on the Hostel Notice Board. Announcements, if any, will be made during dinnertime;
- compulsorily attend yoga, P.T, Prep and remedial classes;
- report to the clinic though the Hostel Co-ordinator immediately if fallen sick;
- avail the facility of hostel-shop, Tailor, Barber, cobbler, in the Boarding House on writing a slip with the signature of the Co-ordinator. Glue for repair of shoes is neither permissible nor required.

All boarders must not:

- behave in a disgraceful, improper or indecent manner;
- bring onto the school or hostel premises, or have in his or her possession any firearm, bow and arrow, knife or any other dangerous weapon;
- use intoxicating liquor or narcotic substances on or off the school premises;
- have access to the sleeping quarters or hostel dormitories of learners of the opposite sex;
- willfully damage, destroy or vandalize the property of the school or another person;
- indulge in physical fights, stealing, bullying and substance abuse. Affected children or victims of any abuse to immediately report the matter to hostel authorities.
- act in such a manner that is disruptive to normal school programs or detrimental to the good discipline and learning process of other learners;

- practice or participate in any form of initiating ceremonies of new learners that may cause physical or emotional distress to such new learners;
- by actions or behavior encourage or influence other learners to disobey the rules of the school;
- enter the hostel during school hours without the permission of the group tutor. Group tutor shall permit only in case of medical contingencies. Similarly, no boarder is allowed to remain in the hostel during school hours without a written permission from the group tutor / co-ordinator.
- Bring/ wear any gold /diamond /expensive watches and ornaments;
- Be allowed to keep any money or valuables in their possession. Boarders having cash money in his/her possession, if any, after return from home or any tour/trip/outing to the hostel, the same is to be deposited immediately to the group tutor for deposit into his/her bursary A/c in the Accounts deptt. If any amount of cash is found later in possession of a boarder, the same will be forfeited and will be deposited into A/cs deptt. for Charity purpose. Thereafter no claim in this regard whatsoever will be entertained.
- Use things/garments of other;
- Climb over fences, any hostel window or onto any roof;
- Play their radios, I-pods, or any music instruments that may cause noise pollution after lights have been switched off / or during nap time. CD player and tape-recorders with external speakers are not allowed in the rooms;
- Use or be in the possession of cameras, handy cam or similar electronic gadgets;
- Scribble graffiti on the walls, use foul language, be involved in unruly movements in the corridors or any other form of vandalism;
- Leave the school at night or be in possession or under the influence of alcohol. These are very serious offences and result in suspension or even expulsion;
- **Be involved in smoking, consuming gutka, beetle nut, alcohol**

or drugs in any form (except for medicines prescribed by the doctor). Any boarder indulging in these activities will be

expelled without any warning or notice;

- Under any circumstances skip the roll call. All names are read out and absentees reported to the hostel co-ordinator;
- Use electric gadgets like heaters, kettles, irons, hair-straightner or any other such appliances other than those specified in the hostel kit .
- Shoot crackers or be in possession thereof;
- Remain in the rooms during school hours /games/ activity / study time;
- Keep or take medicines or tonic without the knowledge of the school infirmary. Any Medicines must be handed over to the school infirmary;
- Consume items like Gutka or possess even empty packets of these and the same qualifies for serious disciplinary action;

Visitors:

It is important to establish a warm and disciplined environment in the Boarding House.

- Parents and guardians are always welcome to visit the Boarding House once a month on 4th Sunday's during day out of the boarders. Any other approved meeting of parents with their wards should not exceed more than half an hour.
- Your ward will be encouraged to invite only registered visitors to the Boarding House. We ask that the visit is discussed with the hostel co-ordinator in advance or it can be denied by the authority.
- Your ward will be asked to introduce his/her visitor to the staff member on duty and sign his / her visitors in and out in the Mark-out Book.
- For the security reasons the visitors are liable to be frisked at the main gate and their bags may be checked by the duty in-charge. Please be reminded that outside edibles are not allowed in the school campus.

- As the school does not have any provision for the guest's stay in the campus, the guests are requested to leave the campus by 8.00 pm. A request on payment for dinner / lunch may be put by the guests a day in advance while registering.
- Visitor and parents are not allowed to visit the hostel rooms / dorms. They will meet their wards in the visitor's room / reception area only.
- The hostel administration reserves the right to deny entry to any visitor into the hostel premises.

Attending Boarders' Medical Needs :

- It is important in both the child and School's interest that a true and detailed picture is given of the child's health.
- Full details regarding diagnosis, treatment and investigations must be sent to the school infirmary in the case of a child with a history of any acute or chronic illness. In the case of a child not responding satisfactorily to treatment, it may become necessary to request his/her withdrawal from the school and hostel.
- If the child wears spectacles, it is imperative that he / she has 2 pairs -1 for use, 1- to be deposited to the Hostel Co-ordinator.
- The child must be duly immunized. Any new immunizations done during the vacations must be notified in writing to the infirmary of the school.
- The School cannot accept children who are suffering from any infectious skin diseases (e.g. ringworm, scabies, etc.). If an infectious skin disease is contracted during the holidays, treatment is to be obtained and the school infirmary must be informed about the same
- If a child is diagnosed with any communicable disease like Chicken Pox, Measles, Jaundice , Scabies, etc while residing in the hostel he / she shall be quarantined and parents will be informed immediately to collect their ward from the hostel and continue with further treatment from home.

- Students suffering from diseases mentioned below must follow the quarantine period as mentioned below:
- Chicken Pox - Till the scabs fall completely.
- Cholera - Till the child has recovered completely.
- Measles - Two weeks after the rash disappears.
- Mumps - One month.
- Jaundice - Six weeks.
- While reporting back to the hostel parents are required to furnish the fitness certificate of the child duly signed by a registered medical practitioner.
- As per your consent under emergency, the competent school authority may go ahead with necessary proceedings for the surgery/medical treatment as deemed fit. As per your consent the school authorities may sign on behalf of parents / guardians. The Entire expense of any medical treatment for boarders within /outside DPS Guwahati will be completely borne by the parent. This remains valid throughout the stay of the child in the school as a boarder.
- A Medical Details Form has been given to all the parents. This must be completed by parents before the boarder reports at the Boarding House.
- Medical attention is always available in the infirmary through qualified GNM nurses.
- When necessary, the staff will accompany your ward to the hospital. Unless it is an emergency, medical appointments cannot be arranged during class time.
- Students who need spectacles must bring their prescriptions.
- All residents must report major illness to the authorities.
- Expenditure on the treatment of the hostellers over and above the amount deposited for the purpose will be billed to the parent of the boarder.
- **For health related issues pertaining to boarders you may contact the Infirmary at 9435149143.**
- Our school is a essential institution and medical leave is

admissible only when essential. It is necessary to get the chronic ailments attended to, during the vacations and requisite medicines sent with the child, at the beginning of the term.

- Medical leave for re-check up cannot be considered at all, unless the case details and prescriptions / reports of the previous doctors have been submitted to the hostel. The ailment should be reported to the reception desk of the hostel by submitting the relevant medical reports and prescriptions. When there is recurrence of the symptoms of the ailment, the child should report to the school infirmary.
- If a boarder falls ill and requires medical attention outside the school the same shall be communicated by the school infirmary to the parent or guardian and the child will be released for medical checkup as per doctor's written advice as applicable. The signing out and signing in procedure must be followed as per rule.
- Boarders returning from vacation are required to furnish on return a fitness certificate duly signed by a registered medical practitioner and the same is mandatory. A student returning after any illness should bring a fitness certificate, and submit it to the Co-ordinator / reception desk before rejoining the hostel & school.
- All health related records of hostellers are to be submitted in the hostel reception desk.
- Special medical leave required for specialist consultation will require prior sanction of the principal as much in advance as possible. It is suggested that any diagnosis and treatment that could be done during the vacations may please be completed while the child is at home during the vacations. Arrangements for picking up and dropping the child will be the responsibility of parents. Any special medicines or other supplements required by the child will have to be arranged by the parents and sent to the school. The recovery and progress of the child based on medical care of an outside consultant may require review meeting with doctor. Such feedback can be provided by the school infirmary and the parent makes a

request to this effect. In all such cases the parents must provide advance information to the school infirmary in writing and the child should go to the school infirmary for check up.

- Any hosteller falling sick, will report to the school clinic. Emergency cases will immediately be escorted to the hospital with a telephonic notification to the guardian or the parent. Parent/Guardians will be asked to take the child in case of medical emergencies which the school is unable to attend due to inadequate facilities or logistics.
- For medical leave it is mandatory to furnish photocopies of medical records so that follow up can be taken at our side as and when the child reports back to the hostel.
- Parents are required to leave a telephone number and address with the Co-ordinator for immediate contact in case of any emergency. Change in contact number or address should be communicated in writing.
- Students are not allowed to play radio / ipods / musical instruments in the clinic.
- Students can report to the infirmary during OPD time. At other times they are to report to the hostel reception and the reception in turn would inform the nurse if necessary.
- All hostel students must have cash less health / medical insurance cover and submit the relevant photo copied documents and the cashless card to the infirmary.

Academic Policy :

Prep times are set aside each day for doing homework and studying. We strive to give the students the maximum opportunity to do their best and achieve good results. The academic program forms an integral part of the hostel tutoring programme.

Study Times :

- Study time must be a quiet time when each student can concentrate on his / her work, Students learn from each other and your ward will be encouraged to seek help from his / her peers or the senior students in the Boarding House.

- When faced with an academic problem your ward may need to work in conjunction with others or seek assistance from the tutorial staff.
- If only small amount of homework is set and is completed before the end of study time, your ward should use the time remaining to do revision or read quietly.
- All boarders are expected to be either at their desk or in the Tutorial room for the duration of their designated prep time.
- A detailed timetable will be given to the students at the start of the school year. Study time will be under the supervision of Boarding House staff, who are trained in a variety of disciplines.

Prep Rules :

- Boarders will study in their own rooms / hall or places designated.
- After the start of evening prep, no boarder will leave his / her own hostel to go to other hostels or the school without the written permission of the teacher on duty.
- No group may be kept back in the prep room unless the teacher is present.
- No boarder may enter a prep hall other than the prep hall to which he / she has been allocated.
- Boarders are always to sit at the desk allocated to them at the beginning of the year.
- No talking or asking questions during prep
- No eating is permitted. However, water bottles may be carried in the prep rooms.
- No walking around or leaving your desk.
- No rearrangement of furniture.
- Leaving the room or going to the toilet will not be allowed unless there is an emergency.
- No reading of library books, no chess, radios etc. during the prep sessions.
- No project work to be done in official prep times (the

boarders may do research work making notes from books, but no actual work on projects to be done i.e cutting out pictures etc.) They should do that in the afternoons or after dinner.

- No writing on walls or desks.
- All offenders will be referred to the group tutor in-charge at the end of prep and not during prep.
- Announcements will be made to signal / from the movement to the prep hall.

Managing of prep rooms / dorms:

- all papers to be picked up and disposed off in the dustbins
- curtains opened
- windows closed
- all chairs to be placed at the desks and furniture arranged
- boarders remain in the prep room until dismissed by the master on duty
- lights and fans are switched off and the doors are closed and locked.

Additional afternoon prep:

- Silence must prevail at all times-nothing may be done to disturb the study of others.
- Project work must be done in the afternoons.

Self study hours:

- Senior class (VII and above) boarders are allowed to study late hours only with the permission of group tutors.
- This is permitted only if there is a special requirement put by the subject teachers.
- Late study hours are allowed only for memorization, working on projects, assignments, and not for surfing or IT or chatting etc.

Dining Room policy:

The behavior in the dining room part of life skills and the boarders must know

how to conduct themselves in an appropriate manner. It is important for them to know how to behave in the public eye and learn the necessary etiquette.

Dining Room rules :

- Before their exit for vacations each hostel student will be invited for high table dinner with the Principal, where they need to come in formals and use all table manners and etiquettes of dining. The same will be taught to the students as part of their personality grooming.
- There are two separate counters for vegetarian and non-vegetarian students.
- It is expected of in-charges to be ready to enter the dining hall as soon as the bell rings. Their duty is to make sure silence and order prevail.
- All talking must stop as soon as boarders enter the hall.
- No boarder will be forced to eat or drink anything. The In-Charge of the table will be held personally responsible for this.
- All the cutlery and crockery is to be stacked carefully in containers as they leave the dining hall.
- No food or utensil is to be carried out of the dining hall under any circumstances.
- Conversation is restricted to the group at the table.
- No jackets will be removed without permission from the table head.
- Condiment containers must be kept clean and removed from the dining hall when empty.
- Condiments can be supplied by the boarders for use at their table only.
- No boarders will butter bread or sort out cutlery and crockery for others.
- No radios and ipods are allowed to be used in the dining hall.
- Boarders will not change their seating position in the dining hall for any reason except when numbers demand it.

- No Breakfast / Lunch / Dinner / Tea will be served before or after the scheduled time.
- No food or plates / utensils may be taken to the dorms.

Hostel Involvement for Extra Mural Activity:

- Everyone must be involved in as many activities as possible for his / her own benefit of the hostel and ultimately the school. So the boarders must get involved in academics, sport, cultural and literary activities.
- Each student is expected to participate in one official winter and one official summer sport and they must also get involved in one official cultural activity.
- By getting involved the boarders will gain merits for themselves which will stand them in good stead when it come to disciplinary issues.
- For Art and craft boarders should bring their own drawing and painting materials, drawing board, if water colour is bought it should be of camlin artists water colour make, shading pencil (4B, 6B, 8B) and sharpener, 8/3 cartridge sheet, handmade paper, ivory sheet.

Stationery items :

- Craft items like glitter or decorating items to be used on fabric and paper.
- Note book, registers for practice works in the hostel
- Pen and pencil, scale, compass box, Glue, Glue stick, liquid glue, fevicol, stapling pins, thumb pins, paper clips as per the personal requirements.
- Personal computer or laptop (only if it is a must). However data cards are not permissible under any circumstances.
- Thread and needle
- Vacuum flasks to keep hot water for personal use
- Mosquito repellent of any form
- Sewing threads- white, maroon and black and button and hooks for personal use.

- Personal clothes that is mandatory.
- Formal attire (boys) - full sleeves shirt (Preferably off white), tie, trousers (not jeans), half sleeves shirt, tie pin, formal black shoes and socks
- Formal attire (girl) - collar short shirt with white base and two third or full sleeves with sides open, black trousers or skirts, formal black shoes and socks

Boarders' Council:

The Boarders' Council represents students from every level of the Boarding House and meets regularly with the Co-ordinator. The Boarders' Council is run by boarders, for boarders. The purpose of the Boarders ' Council is

- To represent the view of the boarding students to the Boarding House staff
- To co- ordinate social activities within the Boarding House

PRACTICALMATTERS

Personal Items :

- Each boarders is encouraged to plan his/her own casual wardrobe, recognizing that hanging space is limited.
- Please keep clothing to a minimum. Clothing should be named and kept in a good state of repair.
- We ask that you provide extra name tags for new purchases.
- Personal toiletries and a laundry bag are also required.
- Incense sticks or candles are not permitted in rooms for safety reasons.
- Sharp object like pair of scissors, knife, cutter, etc are to be deposited with the group tutors and may be issued only in prep rooms under the supervision of the group tutors.

Optional Items :

- Alarm Clock
- Drinking mug
- Extra name tags
- Shoe cleaning Kit

- Coat hangers
- Umbrella

Electrical/Electronic Equipment:

- PSPO is not allowed and no gadgets with screen display are permitted.
- Group tutors will assign the time and place to play the music gadgets.
- Students who abuse this privilege will have their equipment confiscated.
- Headphones must be used for listening to music only.
- Any undesirable material is neither permissible nor allowed by the school. Items like memory card, internet dongle (tata photon etc), CD, pen drive, cell phone, ipod with display and camera, any form of video game etc found in the possession of the boarders will be confiscated out rightly without assigning any reason thereof and the same will be damaged and disposed in front of the student. Thereafter no communication what soever will be entertained.

Religious festivals :

In the school all religious festival are celebrated to give a comprehensive wholeness and also to promote and cherish the secular ideals of the country.

Withdrawals:

- If the child is withdrawn / expelled from the school, he / she will be deemed to be withdrawn from the hostel as well. The hostel admission fee, annual fee and any other fee paid at the time of admission will be forfeited and three months boarding fees from the date of withdrawal will be charged.
- No boarder will be allowed to be converted to a day scholar during the current academic session. However, the competent authority has the discretion to consider such requests on medical and other sufficient grounds. In such cases the boarders will have to pay the school and hostel fees for the entire academic session.

- As per school policy withdrawal of students from DPS Hostel will mean withdrawal from the school as well. In any case such children can apply to be day scholars only through the entrance test for the new academic session with all the admission formalities to be done all over again. However, any student who was taken as a day scholar first and gets himself / herself converted to a boarder may be permitted to become day scholar again without entrance test only w.e.f. the new academic session.
- Parents who intend to withdraw their ward(s) from the hostel and apply in writing for such transfer at least 3 months in advance so as to reach the office of the Principal. No correspondence in this regard will be entertained for any kind of exemption. However, it may also be noted that merely placing an application will not entitle shifting of the student from hostel to the day school. The decision of the Principal will be final and binding in this regard.
- Students once enrolled as a full boarder in the hostel at the time of admission will not be converted into a weekly boarder during any point of time of the current session. However, in case of medical and other sufficient grounds the appropriate authority may permit a full boarder to become a weekly boarder.
- Students involved in fights, consumption of drugs / alcohol, stealing will result in automatic expulsion.
- Students who do not benefit from the School or make little progress may be asked to leave.
- Boarders caught cheating; bullying or bringing disrepute to the school by / through from of behavior not acceptable to the school will be expelled. The Principal's decision in these matters is final.
- Parents who wish to withdraw their wards must give a written notice of their intention to the Principal as the school norms.
- Whenever students leave the school/finishes from the School, his belongings must be collected within 24 hours of leaving the

School. Failing this, the School authorities shall be compelled to dispose/ donate the belongings. Thereafter, any claims whatsoever, by parents / guardians / students shall not be entertained.

Visitors' Cars:

- For safety and security reasons parents are not allowed to bring their personal vehicles inside the school campus during regular visit.
- Vehicles will be permissible inside the campus only during long vacations when boarders leave the hostel and at the time of reporting back along with their bag and baggage.
- Vehicles of only boarders are permitted inside the Campus at the specified area with a gate pass issued at the main gate to the visitors who come with a prior appointment. Vehicles will be refused entry inside the campus under all circumstances, if prior appointment is not sought in advance.
- The School takes a very dim view of parents allowing their children to drive without a license. Any student caught driving without appropriate papers will be deemed to have violated the school and the government rules and will be treated in an appropriate manner.

Dress Code:

- Boarders to strictly follow the dress code of the school and hostel for various activities and respect the ethos of the institution.
- Working days: Breakfast and Lunch-School Uniform; Evening snacks, Preps and Dinner - Kurta Pyjamas
- Holidays: Breakfast and Special Classes-Comfortable Casuals; Lunch- Kurta Pyjamas / Dinner - Kurta Pyjamas
- Preps during holidays - Kurta Pyjama
- School Functions - School Uniform / Formals / Casuals may be worn as per the instructions and the nature of the function.
- For any outings hostellers must wear the designated summer / winter uniform only as per instructions.

- Journeys: All departures from the school must be in school uniform and wearing of Identity Card is mandatory.
- Arrival to school: i) Along with parent may be in comfortable casuals, ii) If student is to be picked up by the school authority from the nearest airport, railway station / bus terminus he/she must necessarily wear the complete school uniform.

Leisure Activities :

- Watching T.V. programs, documentaries, educational DVD's recorded programs, movies, etc. in Home Theatre.
- Internet surfing in compliance to the IT policy of the school.
- Playing indoor games like Billiard, Carom, Table Tennis, Chess, etc.
- Television is available only as per the schedule notified from time to time.

N.B.

- Periodical feedback from parents on the hostel will highly be appreciated as it will enable us to develop and improve the day to day functioning of the school and hostel. You may use the perforated performa of hostel feedback form (One for every term) and submit the same at the office of the Principal.
- Parents are requested to encourage and guide their children to abide by the rules and regulation of the school and hostel.
- The school administration shall not be responsible in case of loss or theft of any valuables which otherwise students are not permitted to keep in the hostel. Please avoid sending cash, gold ornaments and electronic items or gadgets.
- To give a safe and healthy learning environment to students reading in co-educational day cum boarding schools like DPS Guwahati it has been decided that for all outings, excursions, picnics, etc GIRLS and BOYS shall be taken SEPARATELY in different groups and at different dates, venue, and time.
- The school has a high degree of preparedness for combating any calamity and mock drills and sensitization programmes for boarders form an integral part of hostel life. Even though, we

feel that each and every boarder needs to be provided with a florescent yellow colored helmet and its use is being made mandatory to reduce incidence of head injury during evacuation process in case of earthquake. Kindly make sure that the same is made available to your ward during his / her stay in the hostel.

- Parents are requested to provide only one email id at the hostel reception when they come to drop their ward(s).
- Parents / guardians are requested to be in constant touch with the school and hostel authority and are required to check the emails on a regular basis to keep them updated on the school/ hostel circulars / notifications. The school cannot be held responsible for non-receipt of circulars / notifications.
- Parents / Guardians are advised to go through the Hostel Handbook and School Rules carefully and the same shall be binding on them.
- Principal's decision in all disciplinary matters is final and binding.
- Hostel Rules are subject to revision from time to time.
- Disputes if any is subject to Guwahati jurisdiction only.
- Any amendment of hostel rules during the course of the current academic session will be notified to the parents (by email, post, group sms, etc.).



Delhi Public School Guwahati

“Under the aegis of the Delhi Public School Society, Delhi”

WEEKLY MENU OF HOSTEL

BREAKFAST (7am to 7:30 am)	<ul style="list-style-type: none"> • Chole Batura / Puri Sabji / Aloo Paratha / Bread Butter Jam / Suji Halwa / Cornflakes/Chocos / Egg (Boiled, Scrambled & Omlette) served daily.
MORNING SNACKS (9:50am to 10:30 am)	<ul style="list-style-type: none"> • Veg Roll, Veg Chow, Pav Bhaji, Veg/Cheese Sandwich / Macaroni / Samosa, Kachori, Idli & Dhokla served with different chutneys.
LUNCH (2 pm to 2:30 pm)	<ul style="list-style-type: none"> • Chicken twice a week & Egg four times a week. • Paneer (variety) / Seasonal green vegetables / Mix Veg / Dal fry (variety) / Fresh Salad (variety) / Pickle / Curd / Raita / Chapati & Roti / Ice Cream • Chinese Special on Sunday
EVENING SNACKS (5pm to 5:30pm)	<ul style="list-style-type: none"> • Mayonnaise sandwich / Momo / Dry Bhel / Sweet & Salty Biscuits / Cutlet / Onion Pakoras / Patties Burgers • In Winter Sweet Com Soup / Lemon Soup / Veg Sweet & Sour Soup / Veg Noodle Soup / Tomato Soup etc is served. • In Summer Mango Juice / Lemon Juice / Butter Milk / Tang Juice / Apple Juice / Pine Apple Juice / Jeera / Water Melon Juice etc. is served. • Milk served daily • Different types of cold milk shakes
DINNER (8:45 pm to 9:30 pm)	<ul style="list-style-type: none"> • Rice (variety) • Mixed Veg • Green Veg (seasonal) • Papad (variety) • Fresh Salad (variety) • Dal (variety) • Paneer (variety) • Chapati / Roti • Sweet Dish (variety) • Pastry

N.B.

- Besides the HIGH TABLE DINNER which is one of our flagship programs; SPECIAL MENU is drafted and served on the occasion of every festival celebrated in the hostel.
- Health and nutrition of every student is of prime concern at DPS Guwahati.
- Our endeavour is to provide students with a wide variety of food, while ensuring that they receive a nutritious and balanced diet.
- The menu is drafted after taking into account the wishes of students & faculty and the opinions of doctors and dieticians. According to the children's taste, Preferences and requirement, the menu may also be changed.
- The menu is based on a weekly change basis and is subject to the availability of the fruits and vegetables of the season.
- The daily vitamin and caloric requirement of the child is also taken into consideration.

TRIP & EXCURSIONS

- Going on an educational trip means more than simply leaving the school grounds. Educational trips should always have a major educational element, but the impact of Educational trips can extend much further. The importance of Educational trips includes giving students the chance to build closer bonds with their classmates, experience new environments and enjoy a day away from the classroom.
- When student and teachers are together outside the classroom, new educational environments and experiences are possible. Students may have the opportunity to observe many things that are not available at school, including exotic wildlife, rare plants and may be even the stars if the educational trip is to a planetarium.
- Getting away from the everyday atmosphere of the classroom gives students an opportunity to spend time with each other in a new environment. They may be able to connect on more of a personal level without the structure of the normal school day. Students may be able to spend much of the Educational trip day in small groups, observing, chatting and learning about each other. Having an Educational trip in the early part of the term is wise, since it will allow students to bond with classmates they may not know very well.
- Educational trips provide valuable educational opportunities away from the classroom, without using textbooks and other tools used in a normal school setting. Students on Educational trips can often learn while having fun in a more informal environment.
- No matter how much students learn during an Educational trip, their favorite memories may be based on their enjoyment of the day. Getting away from school for a day or even half a day is always exciting for students, and Educational trips are always highly anticipated. Students will have fun with their friends and they also may return to the classroom with a renewed focus on their schoolwork.
- Adventure Sports : Adventure Sports like Rock Climbing, High Altitude Trekking, White water Rafting, etc. are very popular amongst the new generation. We believe that these sporting activities play a vital role in the development of values related to personality

development and character building among students. It also inculcates in children aspects like leadership, decision making, punctuality, cooperation, honesty and provides a positive, creative and a happy outlet for the abundant energy, enthusiasm and imagination of young people.

- Keeping these points in mind Delhi Public School Guwahati is organizing various day long or week long trips and adventure sports training for boarders every year. Some trips we organize for boarders and some trips for both day scholar and boarders. From the last acedemic session we are introducing a mandatory tour programme at the domestic level for the boarders of Classes VI to VIII just after their Summative Assessment II.
- For the aforesaid programme, information through school circular would be give to all concerned parents well in advance. Parents are requested to make their vacation schedule accordingly.
- Withdrawal from such trips is not possible unless it is an emergency or sufficient ground shall have to be produced.
- As per school policy separate male and female escort teachers will be deputed by the school.
- For tour related queries parents are requested to contact Mr. Hemanta Bezbaruah, Event & Tour Coordinator at 7086055501/02/03 or 09854035991 (any working day between 8 am 4 pm, E-mail id: **hemanta.bezbaruah@dpsguwahati.in**).

FEE STRUCTURE FOR HOSTELER : ACADEMIC SESSION 2016-2017				
Sr. No.	Fee Particulars	Refundable/ non refundable	Fee	Payment Schedule
1	Admission Forms & Prospectus	Non-refundable	1000/-	On purchase of forms & Prospectus
2	Registration fee	Non-refundable	1500/-	On registration
3	Admission fee	Non-refundable	65,000/-	On admission
4	Annual fee	Non-refundable	35,000/-	At the time of new admission and annually at the beginning of every session
5	Security Deposit	Refundable only on withdrawal from the school	20,000/-	Once at the time of new admission
6	IT Fee	Non-refundable	5,000/-	At the time of new admission and annually at the beginning of every session.
7	Boarding and Lodging charge	Non-refundable (Quarterly)	49,000/-	1st installment at the time of admission/beginning of the session (before 10th of April) and subsequently by 10th of June, September and December.
8	Tuition fee for Classes III to X	Non-refundable (Quarterly)	11,400/-	1st installment at the time of admission/beginning of the session (before 10th of April) and subsequently by 10th of June, September and December.
9	Tuition fee for classes XI & XII (Science)	Non-refundable - (Quarterly)	14,400/-	1st installment at the time of admission / beginning of the session (before 10th of April) and subsequently by 10th of June, September and December.
10	Tuition fee for classes XI & XII (Commerce & Arts)	Non-refundable - (Quarterly)	14,100/-	1st installment at the time of admission / beginning of the session (before 10th of April) and subsequently by 10th of June, September and December.
11	Bursary Deposit	Rs. 5000/- to be deposited at the time of Admission along with the 1st Quarterly fee as advance towards personal Sundry Expenses of the student. Any surplus expenses in a quarter by a student to be paid by the parents along with the fees for the following quarter.		

PARENT FEEDBACK ON HOSTEL FACILITY (TERM I)

(CONFIDENTIAL-If desirous parent may avoid disclosing their identity)

1) Name of the student : _____ Class & Sec _____

2) RoomNo: _____ 3) ContactNo: _____

RESPONSE (Please put a TICK in any one of the four)

SI NO.	Particulars	Excellent	Good	Satisfactory Improvement	Needs
1	Room Hygiene				
2	Furniture Availability (eg Closet, Table, Chair)				
3	Corridor Arrangements (eg Light, Cleaning)				
4	Toilet (eg light, water, Hygiene)				
5	Recreational Facilities (eg TV, Outings)				
6	Sports Facilities (eg Yoga, Meditation, Outdoor & Indoor Sports)				
7	Reading room Facilities (eg Newspaper, Magazine)				
8	Hostel Surroundings (eg Garden, Upkeep and Cleanliness)				
9	Overall Living Facilities				
10	Service by Housekeeping Staff				
11	Quality of Food				
12	Kitchen and Dining Hall Hygiene				
13	Variety in Meals and Menu				
14	Drinking Water and Water Filters				
15	Attention on problems and redressal				
16	Hostel Timetable				
17	Student's Participation in hostel activities				
18	Dormitory Allotment				
19	Insects removal arrangements, pest control				
20	Academics in the school				
21	Evening prep classes for academic development				
22	Access to school / hostel authority				
23	Behavior of Hostel Staff				
24	Behavior of security staff				
25	Counseling, Guidance and Personal care				
26	Hostel Infirmary				

Comments

01. Good Points (write in CAPITAL letters)

02. Weak Points (write in CAPITAL letters):

03. Any Other Complaints/Suggestions: _____

(Signature & Name of the Parent/ Guardian)

Date: _____

PARENT FEEDBACK ON HOSTEL FACILITY (TERM II)

(CONFIDENTIAL-If desirous parent may avoid disclosing their identity)

1) Name of the student : _____ Class & Sec _____

2) RoomNo: _____ 3) ContactNo: _____

RESPONSE (Please put a TICK in any one of the four)

SI NO.	Particulars	Excellent	Good	Satisfactory	Needs Improvement
1	Room Hygiene				
2	Furniture Availability (eg Closet, Table, Chair)				
3	Corridor Arrangements (eg Light, Cleaning)				
4	Toilet (eg light, water, Hygiene)				
5	Recreational Facilities (eg TV, Outings)				
6	Sports Facilities (eg Yoga, Meditation, Outdoor & Indoor Sports)				
7	Reading room Facilities (eg Newspaper, Magazine)				
8	Hostel Surroundings (eg Garden, Upkeep and Cleanliness)				
9	Overall Living Facilities				
10	Service by Housekeeping Staff				
11	Quality of Food				
12	Kitchen and Dining Hall Hygiene				
13	Variety in Meals and Menu				
14	Drinking Water and Water Filters				
15	Attention on problems and redressal				
16	Hostel Timetable				
17	Student's Participation in hostel activities				
18	Dormitory Allotment				
19	Insects removal arrangements, pest control				
20	Academics in the school				
21	Evening prep classes for academic development				
22	Access to school / hostel authority				
23	Behavior of Hostel Staff				
24	Behavior of security staff				
25	Counseling, Guidance and Personal care				
26	Hostel Infirmary				

Comments

01. Good Points (write in CAPITAL letters)

02. Weak Points (write in CAPITAL letters):

03. Any Other Complaints/Suggestions: _____

(Signature & Name of the Parent/ Guardian)

Date: _____

Undertaking by Parent/Guardian

I/We, Mr _____ & Mrs _____

Parent/Guardian of Master/Miss _____ Student of class _____ Sec _____ bearing admission No. _____ and a boarder of Delhi Public School Guwahati during the session 2016-17, hereby declare that I / we have carefully gone through the rules and regulations as enumerated in the Handbook on Hostel Rules 2016-17 and undertake to abide by the norms and procedures of the same. I / We, also assure my / our full co-operation with the school authority and the hostel staff.

I/We, am/are aware that the escalation in the school and hostel fees is linked with the rise in the price index and may be increased by about 10 to 15% at the beginning of a subsequent session without any prior intimation, as determined by the School Board of Management.

I/We, fully understand that absolute care will be taken of my / our ward(s) by the hostel authority for his/her safety and security during his/her stay in the hostel. However, the element of risk is always involved and understandable. Under any circumstances I/we shall not hold the school hostel authority responsible for any untoward incident that might occur during my/our ward(s) stay.

I/We hereby undertake that if at any stage my/our ward(s) violate school and hostel norms the appropriate authority can take any action as deemed fit.

Name of the Father

Signature & Date

Name of the Mother

Signature & Date

Name of the Local Guardian

Signature & Date

TO BE FILLED IN BY THE PARENT/GAURDIAN (Session Break)

Allergic to: _____

DURING THE VACATION DID YOUR CHILD

- a) Keep good health? YES / NO
- b) suffer from any serious illness? YES / No
- c) undergo any surgery? YES / No
- d) sustain any injury/fracture? YES / No
- e) manifest with any allergy? If yes, elaborate YES / No
- f) Suffer from any other illness? If yes, elaborate YES / No

..... ✂..... ✂..... ✂.....

TO BE FILLED IN BY THE PARENT/GAURDIAN (Summer Break)

Allergic to: _____

DURING THE VACATION DID YOUR CHILD

- a) Keep good health? YES / NO
- b) suffer from any serious illness? YES / No
- c) undergo any surgery? YES / No
- d) sustain any injury/fracture? YES / No
- e) manifest with any allergy? If yes, elaborate YES / No
- f) Suffer from any other illness? If yes, elaborate YES / No

..... ✂..... ✂..... ✂.....

TO BE FILLED IN BY THE PARENT/GAURDIAN (Puja Break)

Allergic to: _____

DURING THE VACATION DID YOUR CHILD

- a) Keep good health? YES / NO
- b) suffer from any serious illness? YES / No
- c) undergo any surgery? YES / No
- d) sustain any injury/fracture? YES / No
- e) manifest with any allergy? If yes, elaborate YES / No
- f) Suffer from any other illness? If yes, elaborate YES / No

..... ✂..... ✂..... ✂.....

TO BE FILLED IN BY THE PARENT/GAURDIAN (Winter Break)

Allergic to: _____

DURING THE VACATION DID YOUR CHILD

- a) Keep good health? YES / NO
- b) suffer from any serious illness? YES / No
- c) undergo any surgery? YES / No
- d) sustain any injury/fracture? YES / No
- e) manifest with any allergy? If yes, elaborate YES / No
- f) Suffer from any other illness? If yes, elaborate YES / No

.....

CONSENT

I Mr/Mrs _____ parent/guardian
of Master /Miss _____

Studying in DPS Guwahati as boarder hereby give my consent to the school
authorities for the following:

-that under medical emergency, as recommended by the certified physician
/ surgeon the competent school authority may go ahead with necessary
proceedings for the surgery / medical treatment as deemed fit. I also authorize
the school authorities to sign on my behalf. The Entire expense of any
medical treatment for my ward within / outside DPS Guwahati will be
completely borne by me. This remains valid throughout the stay of my
child in the school as a boarder.

Signature of Parent or

Guardian _____ Date _____

Mobile No. _____ Landline No _____

Emergency Contact No. _____ Email id _____



CONSENT

I Mr/Mrs _____ parent/guardian
of Master /Miss _____

Studying in DPS Guwahati as boarder hereby give my consent to the school
authorities for the following:

-that under medical emergency, as recommended by the certified physician
/ surgeon the competent school authority may go ahead with necessary
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the school authorities to sign on my behalf. The Entire expense of any
medical treatment for my ward within / outside DPS Guwahati will be
completely borne by me. This remains valid throughout the stay of my
child in the school as a boarder.

Signature of Parent or

Guardian _____ Date _____

Mobile No. _____ Landline No _____

Emergency Contact No. _____ Email id _____