

# HOSTEL RULES AND REGULATIONS

True to its commitment to excellence, DPS R K Puram Hostels work towards the mission of providing education, cultural and social support to deserving, bright secondary school students, after they pass Class X.

Rooms are allotted to students keeping in mind individual needs, like academic goals and results, as well as emotional strength and socio-cultural background. **Admission to the Hostel is granted for two years. Hostel fees will be paid in advance for this duration. Fees for Class XI will be paid on admission. Fees for Class XII will be paid through a post-dated cheque at the same time. Withdrawal from the hostel will result in the student's name being struck off the school roll. There will be no refund of hostel fees, except for caution money.**

1. Hostellers will follow the daily routine of the hostel and school, unless exempted on medical grounds or recommended by the Hostel Warden.
2. No student will be allowed to enter the hostel during school hours.
3. Hostellers will not be allowed to keep more than Rs. 500/- in cash or any valuables in their possession. All hostellers will open a Bank Account at the State Bank of India Branch inside the school premises.
4. Hostellers will not be allowed to keep and take medicines/tonics without the knowledge of the Hostel Warden / Medical Officer.
5. Electrical Gadgets like heaters, kettles, irons or any other such appliances will not be allowed in the hostel.
6. Cupboards will be arranged neatly. Surprise checks will be made by the Hostel Warden. Any extra item, other than those specified in the hostel kit, will be confiscated.
7. Online link to check the results of school tests and examinations will be sent to the parents via SMS.
8. Any hosteller falling sick will report to the hostel clinic. Emergency cases will report immediately to the School Clinic, escorted by the Hostel Warden.
9. Hostel Attendance Timings: 7.00 am, 2.00 pm & 8.00 pm
10. Lights off Timings: 11.30 pm
11. **Leave Rules:** Every Second and Fourth weekends of the month is the going-out weekend. In case it is a working Saturday, then the next weekend will be a going-out weekend. Students are allowed to visit their Local Guardians through the system of Gate Passes issued to them by the Hostel Wardens. Authority letters will not be accepted. Local Guardians or parents must collect their wards personally.

### **Gate Pass Issue timings:**

Friday: 2.00 pm to 3.00 pm & 5.00 pm to 7.00 pm

Holidays: 11.00 am to 1.00 pm & 5.00 pm to 7.00 pm

12. **Entry after weekend outings will be before 7.00 pm on Sunday. No student will be allowed to enter the hostel after 7.00 pm under any circumstances, even while returning from term breaks. If the train and flight timings are after 7.00 pm, they will stay with their Local Guardian, who will then drop them to the school the next day, before the school begins.**
13. a. All students must report on the scheduled date after vacation / weekend outing, failing which action may be taken. If, however, due to an emergency, a student is not in a position to return to school on the scheduled date, the same must be informed in writing well in advance, to the Principal / Vice Principal / Hostel Warden.
- b. **Any application for attending marriages, functions or any other events during the school term, will not be entertained, unless it pertains to the parents or siblings. Written permission for the same must be obtained well in advance. An SMS to the wardens from the parents registered mobile number is also mandatory.**
- c. All students are required to have a minimum 75% attendance failing which they will not be allowed to sit for the final examination.

### **14. Visiting Hours :**

Parents and Local Guardians may visit their wards only on weekends and public holidays, as per the given schedule:

Morning:- 11.00 am to 1.00 pm

Evening:- 5.00 pm to 7.00 pm

15. Local Guardians and Parents are not allowed to visit the Hostel Rooms. They will meet their wards in the reception area. Only those persons will be allowed to become the Local Guardians who are employed, have their own residences and live in a family environment. No student will be allowed to become a Local Guardian to a hostel student of DPS RK Puram. Parents are required to leave a telephone number and address in Delhi, with the warden, for immediate contact, in case of any emergency.

If a student returns after any illness, he/she should bring a fitness certificate, get it signed by the school doctor, and show it to the warden before rejoining the hostel.

### **16. Compulsory Study Hours:**

Compulsory study hours 9.00 pm to 11.00 pm are observed in the respective rooms under the supervision of floor wardens/ attendants/ teachers. On examination days, the study timings may be extended for self- study, with the prior permission of the respective warden. However, all lights in the rooms must be switched off at 11.30 pm. All students must maintain silence during these hours.

17. The hostellers will remain in their respective rooms after the night roll-call for self study. The study hour supervision will be done on their respective floors by their respective floor wardens.
18. **Meal Timings:**

Morning Milk & Biscuits	-	6.50 am to 7.10 am
Breakfast	-	School Break
Lunch	-	2.00 pm to 2.30 pm
Evening Tea	-	5.30 pm to 6.00 pm
Dinner	-	7.30 pm to 8.15 pm

On holidays, the breakfast timing will be from 9.00 am to 9.30 am. No breakfast will be served after 9.30 am.

19. Birthday Celebrations can be held during tea-time in the dining hall between 5.30 pm to 6.30 pm.
20. PE is compulsory for all hostellers, unless they are exempted by the school clinic doctor. Separate schedules are fixed for boys and girls in the evening, for swimming and games, at the Sports Complex.
21. Parents and Local Guardians can contact their wards on the school telephone (Tel Number 011- 491155533 for girls and 011-491155523 for boys) between 6.00 pm to 8.30 pm daily, and also between 9.00 am to 11.00 am on holidays.
22. Students will be punished for scribbling any graffiti on the walls/furniture, using foul language, indulging in unruly behavior in the corridors, or for any other form of vandalism.
23. Serious offences like cheating in examinations, stealing, bullying hostel fellow-students, physical violence or damaging school property will be dealt with severely, and could lead to suspension / expulsion from the hostel, depending on the severity of the offence.
24. Use of Mobile phones is highly discouraged by the school. If however, parents wish to provide it to their wards at their own risk and responsibility, they must take a prior written permission for the same from the school authority, mentioning the model, make and mobile number that they wish to provide. Mobiles with multimedia features and camera are strictly prohibited and will be confiscated if found in possession of any hosteller.

**Hostellers are allowed to use mobile phones which have been provided by their parents, only with approval from the school authorities and only during the permitted time of usage. If found in possession of unapproved mobiles and/or using one during other than approved timings, the same shall be confiscated.**

**The school reserves the right to change hostel rules, subject to prior requirements and circumstances.**