

IMPORTANT INFORMATION

ADDRESS:

DELHI PUBLIC SCHOOL, DIMAPUR
Darogapathar, 2 ½ Mile, Dimapur – 797115
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School :- 235930
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HOSTEL RULE BOOK



DELHI PUBLIC SCHOOL

DIMAPUR

OCTOBER

-

MARCH

- 2ND TERM**WITHDRAWAL**

If a student is withdrawn from the hostel during the session, the following rules would be applicable.

- a) Notice of withdrawal must be given within 30 days before the last date of the Term I/ Term II.
Fees have to be paid for the entire period including the notice period.
- b) If a student is absent for more than a month the name will be struck off the rolls and the fresh admission would be sought.
- c) Withdrawal on medical grounds would be permitted on the production of medical certificate from a competent medical practitioner.
- d) In the case of Non payment of instalment fees, the student's name will be struck off the rolls after a month and the fresh admission would be sought.

GENERAL CLOTHES

(Should be brought from home)

- | | |
|--|--------|
| 1. Hand Towels | 4 |
| 2. Bath Towels | 4 |
| 3. White handkerchiefs | 6 |
| 4. Night suits or nighties | 4 |
| 5. Dressing gown | 1 |
| 6. Outing clothes / Party dresses | 2 sets |
| 7. Bottle Green Ribbon / Hair band (Girls) | 4 |
| 8. Kurta pyjama / Salwar Kameez (White) | 4 sets |
| 9. Cardigan (for winter) | 1 |

Undergarments

- | | |
|--|---|
| 10. Drawers (Boys) | 6 |
| 11. Vest (Boys) White | 4 |
| 12. Chemise (Girls) White, cotton | 4 |
| 13. Panties (Girls) | 6 |

STATIONERY

- | | |
|--|-------|
| 1. Fountain pens/ ink pens (Class V & above) | 1 |
| 2. Pencil (HB) | 1 set |
| 3. Geometry box (Class IV & above) | 1 |
| 4. Eraser | 2 pcs |
| 5. Felt-pen (Class V & above) | 1 set |

SESSION

APRIL

-

SEPTEMBER

- 1ST TERM

6. Gum	1 tube
7. Cellotape	1 roll
8. Ink- Blue (Class V & above)	1 bottle
9. Pencil sharpener	1
10. Foot ruler	1
11. Colour pencils	1 set
12. Oil colours (Class V & above)	1 set
13. Water colours (Class III & IV)	1 set
14. Crayons (Class I-II)	1 set

7. Hair oil/ Hair cream (Optional)
8. Cold cream (Optional)
9. Talcum powder

SHOES

- | | |
|---|--------|
| 1. Black leather shoes | 1 pair |
| 2. White Sports shoes (for games) | 1 pair |
| 3. Good quality Kito sandals/ Brown leather sandals | 1 pair |
| 4. Slippers | 1 pair |
| 5. Black shoe polish | 1 |
| 6. Shoe brush (Hard and soft) | 1 set |

LIST OF SUNDRIES

1. Umbrella or Raincoat	1
2. Thin quilt or blanket	1
3. School Satchel (bag)	1
4. Hangers	6
5. Water bottle	1
6. Scissors (Small) pair	1
7. Nail clipper	1
8. Torch (with two pencil batteries)	1
9. Rubber Sheet (Full length to cover the mattress). (For classes 1,2,3 & any bed wetting children)	1

TOILET ARTICLES

1. Tooth paste	1
2. Tooth brush	2
3. Comb/ Hair brush	1
4. Bath soap	2
5. Soap Case	1
6. Shampoo (Optional)	

ADMISSION

- ❖ Admission process in hostel starts only after the child qualifies in the admission test held for the intended class.
- ❖ Subjects to be tested for Admission : English, Science, SST, Maths, Hindi and G.K.
- ❖ Weight age Written – 75% (English, Maths and Hindi or G.K)
Interview – 25% (to assess the candidates intelligence, personality and confidence)
- ❖ Admission in hostel is allowed for the students of classes (III- X) BOYS and (III- XII) GIRLS.
- ❖ Successful short-listed candidates would be intimated by Telephone/Post regarding their admission in Delhi Public School, Dimapur: Nagaland.

HOSTEL ADMISSION

(III - X) FOR BOYS AND (III- XII) FOR GIRLS

Parents seeking hostel accommodation in the school are required to submit a written application to the Principal. If the Principal grants admission, the parent must deposit the hostel fee with the Accounts Clerk.

After all the formalities, the Hostel Warden is informed accordingly and the child is allotted a room, bed and roll number.

A personal file of each child is maintained by the staff in the Hostel Office and concerned Warden.

HOSTEL RULES AND REGULATION

To uphold and enhance the discipline among our boarders we request you to adhere to the following hostel rules:

1. Hostel students will follow the daily routine of the hostel and school, unless exempted on medical grounds on recommendation of the Hostel Warden/ Medical Officer.
2. They are not allowed to stay in the rooms during school hours/ games/ activity/ study periods. No day-scholar can enter the hostel building.
3. They are not allowed to keep or take medicines or tonic without the knowledge of the Hostel Warden/ Medical Officer. Any medicines must be handed over to the Warden.

4. Transistors, record players and tape-recorders should not be played or used in the rooms.
5. Please do not send any cash/ valuable articles through your ward(s) without the knowledge of house warden/ house-mistress. Particularly those which are not enlisted in the given list of items as given to you at the time of admission.
6. Electric kettles, heaters, irons or any other such appliances should not be used in the rooms.
7. All notices will be put up on the Hostel Notice Board. Announcements, if any, will be made during dinnertime.
8. Hostel students will be allowed to go home during the long breaks. The local guardians/ Parents will collect the child from the School Hostel and make arrangement for his/ her travel. All boarders will return to the Hostel a day before the school re-opens (by 5 pm).
9. Examination reports will be sent to the parents through the Hostel Wardens if the parents are unable to attend the **Parent Teacher Interaction**.
10. Remedial classes will be taken for weak students.
11. It is compulsory for all the boarders to write a letter home every week and hand it over to the warden. These letters will be put in a letterbox provided by the school.
12. Any hostel students falling sick will report to the Clinic through the Hostel Warden Immediately.
13. Any willful damage or theft of School property or other's property will be regarded as a breach of School/ Hostel rules and the student would be fined as decided by the School Authorities(committee).
14. Expensive parties to celebrate birthdays are not allowed. The school will arrange for a cake, sweets and snacks for a small party within a reasonable amount. The House Warden will undertake the arrangements for this. However, amount to be spent for the said party will be billed to the parents.
15. The student should not carry any kind of tuck from home. Extra eatables, pickles, chutneys and digestive tablets are not permissible.

16. Students can avail the facility of Tuck-shop, Tailor, Barber, cobbler, in the Boarding House on writing a slip with the signature of the Warden
17. The child has an option of co-curricular Activities, Swimming, Aerobics, Yoga and Work Experience (SUPW) to acquire his/her domain individuality intuitive endowment.
18. Parents are requested to get the student's Roll Number stitched on each clothing item(s) the student has.

THE SCHOOL CAMPUS IS DECLARED FREE FROM THE USE AND POSSESSION OF CHEWING GUM, TOBACCO, LIQUOR, CIGARETTE, BIDI, SUPARI, BEETLE, ETC. ANYBODY FOUND DIRECTLY OR INDIRECTLY INVOLVED WILL BE ISSUED TC.

19. All the students must report on the reporting date after any vacation, failing which they will be fined Rs.1000/- per day. Account Section will realize the fine after getting information slip from the warden.
20. If a student returns after any illness, he/she should bring fitness certificate, get it signed by the school medical officer/nurse and show it to the warden before rejoining the hostel.
21. Compulsory remedial and study hour :
 - a) All students must attend remedial class and study hour in proper uniform in their respective classroom under supervision of In charge teacher/warden.
 - b) On examination days the study timing can be extended for study in the common hall/respective rooms. However, all the light in the room must be switched off at 11:30 pm.
 - c) All the students must maintain silence during these hours.
22. Students will be penalized for scribbling graffiti on the walls, usage of foul language, unruly movement in the corridors or if found in any other act of indiscipline.
23. Students will not be allowed to keep mobile phones, money, tucks, pen drive, iPods, lip gloss, eye brow pencil, electric kettles, etc. A

fine of Rs.2000/- will be imposed on defaulters and the item seized will be confiscated. If the offence is repeated, the child will be expelled from the hostel.

24. During the games period and morning jogging time, all the students must wear their respective House shirt and shorts and will not be allowed to stay back/ entertain inside the hostel.
25. Any kind of games must be played in the playground only and not in the gardens or rooms/hall and corridors.
26. All students must enter the dining hall with proper games/sports shirt and shorts. No toilet/bathroom chappals will be allowed in the dining hall, and maintain discipline in the dining hall.
27. All students must sleep only in their respective bed allotted in room along with their roommates.

HOSTEL	WINGS	ROOM/DORM	FLOOR
Girls	A	1 & 2	Ground
	B	3, 4, & 5	Ground
	C	7, 8, & 9	1st
	D	10, 11, 12 & 13	1st
Boys	A	1,2 & 3	Ground
	B	7,8, 9 & 10	1st
	C	12, 13, 14 & 15	1st
	D	16, 17, 18, 19 & 20	2nd
	E	21, 22, 23 & 24	2nd

28. **Once the child leaves the hostel without permission or runs away from the hostel, he/she won't be allowed to continue further in hostel.**

29. **Breakage Charges will be realized from the children if they are found breaking any asset of the hostel.**
30. **Disobedience in any form will warrant expulsion from the hostel.**
31. Without the permission of the competent authority entering in the Hostel Campus is prohibited. It will be treated as an offence.
32. Parents are hereby required to follow the timings notified by the Principal to avoid any inconvenience.
33. No leave will be granted in between the terms. Parents can plan their vacation as per the vacation schedule of the school.
34. In case of illness, leave will only be granted by the Principal; seek prior permission for the same.
35. Student will only be allowed to keep articles/materials as per the list provided by the Hostel Authority.
36. Keeping mobile phone, charger, walkmans, radios, cameras, video games, tape recorder, I-pods, CDs, cash, jewellery, other valuable items, eatables, electronic equipments, sharp edged materials or anything apart from the list provided by the Hostel Authority is strictly prohibited, if found he/ she may be expelled from the hostel and/ or from the school. School/Hostel authority will not be responsible for any loss or theft of any item, which is not allowed to kept in the hostel.
37. Using filthy language, indiscipline, act of gross misconduct, violating the instruction of the warden, arrogant and disorderly behavior, eloping from the Hostel, beating or teasing co-students, continuous unauthorized absence and non-payment of school dues are certain causes under which the student will immediately be expelled from the Hostel and/or from the school.
38. If any student is receiving medication, the Chief Warden/Medical Officer must be informed.
39. Smoking/consumption of alcohol/liquor/drugs/tobacco/chewing gum in any form is strictly prohibited. Any student found under its influence will be rusticated from the hostel and the school.
40. The Hostel facility will only be provided to the student after personal interview. The conduct and behavior will be closely observed for continuing his/her admission in the Hostel.
41. Hostellers will follow the daily routine of the hostel and school unless exempted on medical grounds.
42. No students will be allowed to enter the hostel during school hours.
43. Hostellers will not be allowed to keep and take medicines/ tonics without the knowledge of the Warden.
44. Electrical gadgets like heaters, kettles, irons or any other such appliances will not be allowed in the hostel.
45. Cupboards will be arranged neatly. Surprise checks will be made by the Hostel Warden/ Principal.
46. Results of school tests and examinations will be sent to the parents through the Hostel Wardens along with the warden's report on the students' behavior conduct and deportment in case the parents fail to come on PTIs
47. Any hostellers falling ill will report to the school clinic. Emergency cases will be reported immediately.
48. Hostel attendance timings- 2:30PM, 6:00PM and 10:00PM.
49. Light off timings- 10:00PM.
50. Visitors and parents are not allowed to visit the hostel/ dorms. They will meet their wards in the lobby. Only those persons will be allowed to become the local guardians who are employed, have family environment. No student will be allowed to become a local guardian to a hostel student. Parents are required to leave a telephone number and address with the Warden for emergency. If a student returns after any illness, he/ she should bring a fitness certificate; get it signed by warden before rejoining the hostel.
51. **Compulsory Study Hours-** 6:00PM – 8:30PM in respective rooms under supervision of teachers/ wardens/ attendants/ the study timings can be extended for study in the common hall on their respective floors. All students must maintain silence during these hours.
52. The Hostellers will remain on their respective rooms after the night roll call.

53. Meal Timing:

Morning Milk and Biscuits	: 6:00AM – 7:00AM.
Breakfast	: School Break
Lunch	: 2:15PM – 2:45PM
Evening Tea/ Snacks	: 4:30PM – 5:00PM
Dinner	: 8:30PM – 9:00PM

On holidays breakfast timing will be 9:00AM to 9:30AM. No breakfast will be served after 9:30PM.

54. Birthday celebration: At tea time/ snacks in the dining hall.
55. Students will be punished for scribbling graffiti on the walls, usage of foul language, and unruly mode form of vandalism.
56. Serious offences like cheating in examinations, stealing, physical violence or damaging school properties could mean suspension, expulsion from the hostel depending on the severity of the offence.
57. Boarders who cannot return promptly after the holidays should inform the Principal otherwise they will be fined or will have their names struck off the rolls.
58. Only the parents or legitimate guardians are permitted to take their children home for the holidays.
59. Parents/ guardians may visit or call their pupils in the hostels on last Saturdays/ last Sundays of the month and not any other day.
60. Boarders leaving the school hostel in the middle of the year on any grounds will have to pay for the whole year fees.
61. A student cannot be readmitted once withdrawn from the school or hostel.
62. Hostel/ School outfits, text books, stationery articles will have to be purchased by the parents from the school store (subject to availability)

LIST OF CLOTHING (GIRLS)

The following items will be supplied by school and billed to parents at the end of the term.

SUMMER UNIFORM

White Skirts	4
White Shirts	4
White Socks with two Green stripes	3 pairs
Bottle Green Belt	1
Bottle Green Tie	1

WINTER UNIFORM

Blazer with School Badge	1
White full sleeve shirt	4
Grey Worsted pleated skirts (Knee length)	3
Grey woollen stockings with green stripes	3 pairs
Bottle Green Tie	1
Bottle Green Jersey (V neck, plain)	1
(Shoes and belt as in summer uniform)	

SPORTS KIT

T-shirts	3 pairs
Shorts	3 pairs
Socks	3 pairs
Track Suit	1

LIST OF CLOTHING (BOYS)

The following items will be supplied by school and billed to parents at the end of the term.

SUMMER UNIFORM

White Shirts	4
White Shorts	4
White Socks with green stripes	3 pairs
Bottle Green Belt	1
Bottle Green Tie	1

WINTER UNIFORM

Blazer with School Badge	1
White full sleeves shirt	4
Grey Worsted Trousers	3 pairs
Grey woollen stockings with green stripes	3 pairs
Bottle Green Tie	1
Bottle Green Jersey (Plain V Neck)	1
(Shoes and belt as in summer uniform)	

SPORTS KIT

T-shirts	3 pairs
Shorts	3 pairs
Socks	3 pairs
Track Suit	1

FORMALITIES TO BE COMPLETED BEFORE JOINING THE HOSTEL

Before a student joins the Hostel the following documentation formalities must be completed on forms supplied by the Office.

- Certificates from the local guardian permitting the child to stay with him/ her during sickness.
- The Health proforma duly completed must be handed over to the warden and placed in the personal file of the document.
- A certificate certifying that no cash/ costly belonging is retained with the students.
- A list of articles of clothing and other items to be deposited with the student, a copy of which is to be handed over to the warden.
- A health Certificate regarding medical history etc. must be duly checked and signed by the school doctor, parents and the Hostel Warden concerned.
- A certificate authorizing the school to make arrangements for school activities, such as excursions, computer, theatre, music, dance etc.
- Indemnifying the school against any damage, sickness, accident on death caused in the normal functioning of usual activities.
- An authority letter from the parent indicating two names and addresses (with their photographs and telephone numbers) who would act as the local guardians. Kindly note that only those persons will be allowed to become local guardians who are employed, have their own residence and live in a family environment. No student will be allowed to become a local guardian to a hostel student of DPS. The Hostel Warden will strictly adhere to these rules. Wardens are also not allowed to be the local guardian of any hosteller.
- If a student returns after any illness, he/she should bring a fitness certificate, get it signed by a doctor and show it to the Warden before he/she rejoins the hostel.

RULES FOR EXIT/ OUTINGS

1. Parents are generally not allowed to meet their ward(s) in school/hostel without the prior permission of the Principal.
2. Please note that the children **MUST** be dropped back in the hostel by 5 PM. The outing facility will be withdrawn from any students returning late.
3. Students may be collected for the assigned days of outing by their local Guardian/Parents between 2:20 PM and 4:00 PM.
4. Gate pass for Day/Night Exit or to meet your ward(s) can be issued by the concerned warden.
5. In case of emergency Exit, after discussion with the Principal, warden may issue the gate pass.
6. When a student is unable to return on time after weekends/ holidays, leave letters should be sent to the Warden by the local guardian within 24 hours or a yellow card will be issued. 3 yellow cards will lead to removal of the student from the hostel. Such leave will be only granted for medical reasons and a medical certificate should be submitted along with the leave application.
7. If any student overstays his/ her outing and returns late, the student will forfeit a number of outings equal to the number of days extra taken.

INFORMATION FOR HOSTEL STUDENTS ROOM RULES AND REGULATIONS

1. Boarders are provided with a bed, a cupboard, a Study unit and a chair. Each boarder must maintain utmost cleanliness and make sure the floor under his/ her bed and cupboard is clean. Waste paper and refuse must be thrown in the dustbins provided in the rooms and not littered on the floor.
2. **CUP BOARDS** – Cupboards must be arranged neatly. Surprise checks will be made by Hostel Wardens. Any extra items, other than those specified in the hostel kit will be confiscated. Shoes will be arranged neatly in the shoe rack. The number of shoes is limited to four pairs. Boarders will dust their rooms and cupboard top daily.
3. **STUDY UNITS** – Books shelves are to be used for books and stationery only and not for toiletries. Books must be neatly arranged and each boarder will be responsible for the dusting and cleaning of his/her bookshelf.
4. **EATS** – keeping eatables in the dorms is unhygienic and is prohibited.
5. All children can also bring their own musical instruments and art material if they wish.
6. Please note that computer games, calculators, electronic items, i-pods, mobile, tablet walkman's etc are **NOT** permitted.
7. Children may bring their cameras, but these must be handed over to the respective wardens for safekeeping. They will be allowed to take and use them whenever necessary.
8. Children who wish to play tennis must bring their own racquets and tennis balls.
9. Similarly, if any child wishes to play badminton or table tennis, it would be preferable if they have their own badminton racquets/table

tennis bats. This is not compulsory as we do provide them from the school stock, but these have to be shared by all.

Telephone Timings:

Class I to IV: 2 PM to 4 PM on Saturdays only.

All others: 1:30 PM to 6 PM on Sundays only.

10. It is compulsory for all boarders to write a letter home every week and hand it over to the warden. These letters will be put in a letterbox provided by the school.
11. Any hostel student falling sick will report to the Clinic through the Hostel Warden immediately.
12. Any willful damage to or theft of School property or other's property will be regarded as a breach of School/ Hostel rules and the student would be fined by School Authorities.
13. Expensive parties to celebrate birthdays are not allowed. The School will arrange for a cake, sweets and snacks for a small party within a reasonable amount. The House Warden will undertake the arrangements for this. However, amount to be spent for the said party will be billed to the parents.
14. The student should not carry any kind of tuck from home. [Extra eatables, pickles, chutneys and digestive tablets are not permissible.]
15. Students can avail the facility of Tuck-shop, Tailor, Barber, cobbler, in the Boarding House on writing a slip with the signature of the Warden.
16. The child has an option of co-curricular Activities, Equestrian training, Aerobics, Yoga and Work Experience (SUPW) to acquire his/her domain individuality intuitive endowment.
17. Parents are requested to get the student's Roll number stitched on each clothing item(s) the student has.

TELEPHONE CALLS

Parents of hostel students may ring up their wards as per the schedule given below:

BATHROOMS AND TOILETS

Boarders must spend the minimum time required in bathrooms and toilets to give others a fair chance to use them. They must ensure that the bathrooms and toilets after use should be as clean as they would like to find them. They must also make sure that they close all the taps.

DISCIPLINE IN THE MESS

- a) Boarders will enter the Dining Hall and behave in a disciplined and civilized manner.
- b) Each boarder will begin the meal after prayers.
- c) After meals chairs/ benches must be put back neatly without noise.

DRESS DURING MEALS

	<u>On working days</u>	<u>On holidays</u>
Breakfast	School uniform	Games Kit (set)
Lunch	-do-	”
Tea	Sports Kit	”
Dinner (Boys)	Kurta Pyjama	Kurta Pyjama
Dinner (Girls)	Salwar-Kameez	Salwar-Kameez

MEAL TIMINGS

Breakfast (working days)	7.00 a.m
Lunch	1.30 p.m
Evening Tea/Snacks	5.00 p.m

Dinner

8.30 p.m

TUCKSHOP

The tuck shop will be opened on Sundays and will also provide snacks & cold drinks. All purchases will be billed to parents.

BOOKSHOP

The school bookshop will be opened at fixed timings and will also provide items of daily use. All purchases will be billed to parents.

VISITORS AND VISITING HOURS

1. An identity card will be issued to each hostel student and his/her guardians. No local guardians will be permitted to visit their wards without the identity card. Local guardians can be turned away if they fail to produce the identity card.
2. Parents and local guardians may visit their wards only on any one Sunday in a month [provided the child has not had an outing and will not take an outing for the month] between 3.00 p.m to 5.00 p.m.
3. Visitors will meet their wards in the Visitors' Room.
4. In case of an emergency, visits can be arranged with the Principal's permission.
5. One chowkidar will be on duty, at the main gate to prohibit boarders from leaving the school premises without permission. He will keep a record in a register, of visitors entering the school premises to see hostel students.

RECREATION

Provision has been made for recreation of students and screening of films under the advice and supervision of the Hostel Wardens.

REQUIREMENT OF HOSTEL UNIFORM

All articles of clothing and other items belonging to the students must have their hostel number clearly marked.

MEDICAL

Inspection of School Hostel and Clinic.

1. All Hostel students of the school treated outside for any illness are required to bring a fitness certificate before joining the hostel. Only then will they be allowed to re-join the hostel.
2. Students residing in the hostel to make note of the following points and ensure strict compliance:
 - (a) Eating and keeping of eatables are strictly forbidden in the rooms and cupboards respectively.
 - (b) Students will not eat anything from outside the school.
 - (c) Any case of illness should be immediately reported to the Hostel Warden.
3. Students in the Boarding House are medically examined by qualified and experienced Doctors. All the parents would be intimated through a sick/recovery slip by the Wardens. The school authorities do not take the responsibility of any kind of surgery.
4. All Hostel students will be referred to the Medical Officer for check up, treatment and follow up action. They will be taken / sent back to the hostel after being declared fit by the Medical Officer.

REQUIREMENTS FOR SPORTS

BADMINTON:

1. Racket 1

TABLE TENNIS:

1. Racket 1

TENNIS [OPTIONAL]

1. Racket 1

2. Balls 6

DPS DIMAPUR