

# ARUNODAYA PUBLIC SCHOOL

## HOSTEL POLICY

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### HOSTEL LIFE

It is said that home is sweet. But the life in a hostel is different from that of the home. The greatest blessing of hostel life is independence. Apart from the general rules and regulations, which are to be followed necessarily by everyone, one is his own master.

In a hostel, life is full of opportunities of amusement. One is constantly in touch with peer group of one's age. One can make friends with one's hostel fellows who have varied tastes and aptitudes. He may choose his friends according to his own liking. Mutual discussions of their favorite cricketers and novelists, long criticism of the latest book read by them, and story-telling, add charm to hostel life. Good arrangements of games and sports, Sunday specials and eating competitions, and day-to-day merry-making, make the hostel life a thing of envy for all.

In a hostel, a student comes in contact with a number of other students. He acquires many good qualities from them. When a student sees his room-mate daily taking morning exercise, he also gets inspiration. He too tries to be healthy. One good student may become an example for other 25 hostlers. When one is ill, all his/her hostel mates try their best to serve him/her. Mutual cooperation, sympathy, and love are characteristics of hostel life. It will not be an exaggeration to say that only a hostel is the place where an all-round development of personality is possible.

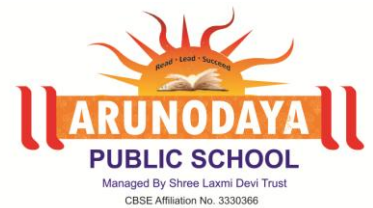
Hostels provide the best atmosphere for study. If students enjoy the hostel life in different ways, they also work very hard when the time comes for it. Weaker students can always get help from their friends. When a careless and negligent student sees his hostel mate competing for position, he also tries to follow his peers. Hostel life not only develops the spirit of healthy competition, but also teaches the lesson of mutual cooperation.

Hostel life with its so many advantages has some drawbacks also. Students coming for the first time to a hostel, find entirely new atmosphere. The freedom of the hostel leads them astray. They fail to choose good companions. The unlimited freedom proves harmful for such students.

Much of the usefulness, as well as harmlessness of hostel life depends upon its management. A badly managed hostel is bound to spoil the lives of its inmates. A well-managed hostel is sure to prove a blessing for those who are lucky enough to live in it.

### **Advantages of Hostel Life:**

There are many advantages of living in a hostel.



- a) A hostel provides a congenial atmosphere for study. Serious students learn many good things in hostels.
- b) There is a fixed time for everything. The students have to get up when the bell rings. They are to do everything according to the timetable. There are fixed times for study and sport.
- c) The students have to lead a disciplined life and they learn regularity and punctuality.
- d) In hostels, the students can get help from the brighter students in their studies.
- e) They can also borrow books from one another.
- f) They have the opportunity of reading newspapers, magazines and other useful books in the reading room attached to a hostel.
- g) In a hostel, the students learn many useful lessons of life. They have to do everything for themselves. This creates in them the habit of self-reliance.
- h) In many hostels, the students have to manage the mess as well. This helps them to learn how to manage a home and spend money carefully. Therefore, hostel-life is a preparation for the domestic life later.
- i) Students of the same age generally live in such places. Therefore, they learn to have regard for others, to live with others and to help one another in times of need. Hostel life thus helps to develop in students a sense of fellow feeling.

### **Disadvantages of Hostel Life:**

Unfortunately, every rose has its thorns. Hostel-life too has some disadvantages.

- a) Students have to live far from their parents. Therefore, they do not get the same care and love as at home.
- b) The life in the hostel is very expensive. Very few guardians of the lower middle class afford to pay the heavy cost required for living in hostels.
- c) Besides these, students learn to live a life of fashion from one another and become selfish. Some become indifferent to homes.

Much of these difficulties can be removed if the superintendent is good and takes keen interests in his work.

Overall, the hostel life is beneficial to good students. They can improve their body and mind and learn many useful things of life.

### **How to manage the Hostel System**

A simplified and streamlined hostel administration efficiently works in 10 great ways:

#### **1. Hostel Setup**

- Create various categories of hostel rooms
- Create blocks & floors with details

## **1. Registration**

- Register students/staff/guest online
- Assign multiple students to hostels

## **2. Student Account**

- Capture profiles of students
- Maintain daily attendance records with entry and exit timings

## **3. Room Allocation**

- View details of hostels, rooms and student occupancy
- Automatic room allocation based on room type and number of occupants in each room, waiting list & other parameters
- Add/Drop/Delete/Swap/Transfer students in each room

## **4. Fee Payments**

- Manage hostel fees including deposits, expenses & refunds
- Maintain hostel bills collection, mess bills linked to student's hostel fees

## **5. Vacation**

- Drop or transfer students when they vacate the room
- Delete student record from the database upon vacation

## **6. Repairs & Maintenance Management**

- Automatically assign and track maintenance tasks to housekeeping
- staff based on requests
- Assign costs to repair works

## **7. Visitor/Guest Tracking & Management**

- Capture and maintain hostel visitors' records
- Automatically generate hostel gate pass
- Simple & faster check-in & check-out of visitors from premises

## **8. Mess Management**

- Create menu items & prices, control the cost & run the mess efficiently
- Access student information including mess joining, change & discontinuation, hostel room & warden

## **9. Reports**

- Generate various kinds of reports on student information, discipline information, Warden information, Mess information, Fee collection and more.

## **FILES AND REGISTERS FOR THE HOSTEL**

- 1) **Admission Register:** The registration number of the student's hostel admission, particulars of the student, Father's name, Mobile no., Mother's name, Mobile no., temporary address, permanent address, medical record of the student, allotment of room has to be maintained in this register.
- 2) **Hostel Asset Register:** List of things or items provided at the hostel to students such as bed, study table, chair etc has to be recorded in this register.

- 3) **Students Asset Register:** Record of the list of things the child has brought from home is kept in this register. This register also keeps the record of items the students takes back home and brings from home during vacations or for any other purpose.
- 4) **Attendance Register:** Daily attendance of students.
- 5) **Visitor's Register:** Record of visitors' entry and exit time and date has to be maintained.
- 6) **Leave Register:** Students going home to attend some family function besides vacation has to be maintained, absent from school due to illness has to be maintained.
- 7) **Medical Record Register:** Routine Weekly check-up by a hostel doctor, any illness like fever, cold etc
- 8) **Entry Register:** Departure and Arrival of students from hostel. Outing with parents or local guardian record will also be maintained.
- 9) **Students Daily Requirement Register:** Daily (day to day) requirements of the students. A notebook, pencils, sharpeners, scales, pens, erasers has to be maintained in this register.
- 10) **Hostel Staff Register:** Attendance of Attendants, maids, Jamadars /Sweepers/helping staff has to be maintained in this register.
- 11) **Hostel Daily Cleaning Register:** Cleaning of bed sheets, pillow covers, towels, daily-use clothes of students, school uniforms of students, cleaning of rooms, corridors, toilets etc by the maids has to be maintained in this register.
- 12) **Student's Laundry (Dhobi) Register:** Record of clothes given for washing and ironing and received from Dhobi.
- 13) **Fees Register:** Hostel fees record is maintained in this register.
- 14) **Fees Receipts book:** This is given to students/parents on payment of hostel fees.
- 15) **Maintenance Register:** Plumber, electrician, mason, electrical gazettes, computers etc
- 16) **Enquiry Register:** Parents queries over phone will be recorded or queries made personally will be recorded along with solutions.
- 17) **Students Pocket-Money Register:** Students will not be allowed to keep any money with them. However, the student's pocket money will be deposited with the hostel warden /accountant or school accountant. The students can buy their daily (day to day) needs with this money. A record will be maintained.
- 18) **Students Hostel Sports Register:** Issue of badminton rackets, basketballs carom, chess etc.
- 19) **Students Hostel Library (Storybooks & Magazines) Register:** Issue of Storybooks & Magazines to be maintained in this register.
- 20) **File for Time-table of hostel:** A copy of the hostel time-table will be kept in this file for reference.
- 21) **File for students hostel enrolment form:** All the enrolment forms of the hostel will be kept here for reference.
- 22) **File for Circular for hostlers:** All the circulars issued to students are to be kept for reference.

- 23) **File for Circular for Parents:** All the circulars issued to parents are to be kept for reference.
- 24) **File for List of Items students will bring from home:** To keep a record of the list of things to be brought by students from home when they come to stay in the hostel.
- 25) **Student's Gate Pass:** This is a card issued to students as hostel Id card.
- 26) **Parent's Gate Pass:** This is a card issued to parents as Id card. Only after the parents show this card at the entrance gate of the hostel, they are allowed to meet their child /take the child for outing for security reasons.
- 27) **Visitor's/Local Guardian's Pass:** This is a card issued to local guardian as Id card. Only after the local guardian shows this card at the entrance gate of the hostel, he/she is allowed to meet the child /take the child for outing for security reasons.

## **STUDENTS WILL BRING THE FOLLOWING ITEMS FROM HOME WHILE JOINING THE HOSTEL**

### **Toiletries**

- a) 1tooth-brush
- b) 1tooth-paste
- c) 1tongue-cleaner
- d) 2 hand towels
- e) 1 cold cream
- f) soap or bottles of shampoo
- g) bug spray, hairbrush, deodorant, contact lenses, and sun cream
- h) Bath Towel
- i) Comb
- j) Foot scrubber

### **Others**

- a) 4 sets of civilian dress
- b) 1 pair of shoes and socks (Not School shoes & socks)
- c) 6 Cotton vests  
6 Under-pants
- d) 12 handkerchiefs
- e) sleep mask and earplugs
- f) 1 suitcase with lock and key

- g) 1 airbag with lock and key
- h) 1 nail cutter
- i) 4 hangers
- j) 1 pair slippers
- k) 2 half-sweaters
- k) 2 full-sleeved sweaters
- l) 2 mufflers
- m) 2 pillow covers
- n) 2 bed sheets

## **HOSTEL FACILITIES**

- 1) Mattress, cot, table, chair, wardrobe
- 2) 24 hrs hot and cold water
- 3) School office phone /hostel office phone on Sat and Sun for speaking to their parents at a scheduled time.
- 4) Parental care
- 5) Nutritious food

NOTE: A cobbler, barber and washer-man /Dhobi will visit the hostel on regular time intervals.

## **FACILITIES TO BE PROVIDED ON PAYMENT**

- 1) 2 sets of hostel uniform i.e. night dress
- 2) 1 pair of jogging dress/track-suit
- 3) 1 mosquito net
- 4) 1tooth-brush
- 5) 1tooth-paste
- 6) 1tongue-cleaner
- 7) 1shoe polish
- 8) 1shoe brush
- 9) 1shoe horn
- 10) 2 bath towels
- 11) 2 hand towels
- 12) 1 hair oil bottle

- 13) 1 shampoo bottle
- 14) 1 body soap
- 15) 1 bar soap
- 16) 1 comb
- 17) 1 cold cream
- 18) 1 talc powder
- 19) 1 dozen safety pins
- 20) 1 thread & 1 needle
- 21) Few buttons
- 22) 1 bucket
- 23) 1 mug
- 24) 1 pair of Sports dress

## SCHOOL (BELL) TIMINGS OF A RESIDENTIAL/BOARDING SCHOOL

<b>Particulars</b>	<b>Start Time</b>	<b>End Time</b>	<b>Length</b>
Arise/Wake-up		0530 hrs	
Personal hygiene	0530 hrs	0600 hrs	30 mins
Jogging, Yoga, Exercise	0600 hrs	0630 hrs	30 mins
Shower, dressing	0630 hrs	0715 hrs	45 mins
Milk and breakfast	0715 hrs	0745 hrs	30 mins
Self Study	0745 hrs	0820 hrs	35 mins
Going to School from Hostel/Arrival of Buses	0820 hrs	0830 hrs	10 mins
Assembly	0830 hrs	0850 hrs	20 mins
1st Period	0850 hrs	0935 hrs	45 mins
2nd Period	0935 hrs	1015 hrs	40 mins
Short Break	1015 hrs	1025 hrs	10 mins
3rdPeriod	1025 hrs	1105 hrs	40 mins
4th Period	1105 hrs	1145 hrs	40 mins
5th Period	1145 hrs	1225 hrs	40 mins
Lunch Break/School Ends -NUR to I	1225 hrs	1245 hrs	20 mins
6th Period	1245 hrs	1325 hrs	40 mins
7th Period	1325 hrs	1405 hrs	40 mins
Short Break	1405 hrs	1415 hrs	10 mins



8th Period	1415 hrs		1450 hrs	35 mins
Remedial Period	1450 hrs		1550 hrs	60 mins
Enrichment/ Work/Assignment	Home- 1550 hrs		1620 hrs	30 mins
Activity	1620 hrs		1655 hrs	30 mins
Returning to Hostel from School	1655 hrs		1705 hrs	10 mins
Games/free time/TV time	1705 hrs		1735 hrs	30 mins
Have a wash/ Freshen-up	1735 hrs		1745 hrs	10 mins
Prayer	1745 hrs		1800 hrs	15mins
Evening Snacks/Drinks	1800 hrs		1810 hrs	10 mins
Self study Study Hour	1810 hrs		2030 hrs	160 mins
Dinner	2030 hrs		2100 hrs	30 mins
Bed-time storybook reading	2100 hrs		2130 hrs	30 mins
Diary writing	2130 hrs		2145 hrs	15 mins
Brushing of teeth & changing to night suit	2145 hrs		2200 hrs	15 mins
Go to bed/ go off to sleep & lights off	2200 hrs			450 mins

# RULES AND REGULATION OF A HOSTEL IN A RESIDENTIAL/BOARDING SCHOOL

## **ATTENDANCE, OUTINGS & HOLIDAYS**

- 1) The warden shall maintain a record of each student's attendance in a register, which will be submitted to the administrator/Principal every day.
- 2) Inmates of the hostel will not be allowed to go out on working days. Only on second & fourth Saturday/Sundays of every month they may be allowed to go out with their local guardian/ parents with prior permission of the Principal/Administrator/Warden from 8:00am to 6:00pm only.
- 3) The local guardian of the hosteller may take their wards home on holidays for which they shall have to apply to the Principal/Administrator/Warden a day in advance. Such applications should clearly state the time and date of the student's departure from hostel and arrival to the hostel. Inmates of the hostel will be allowed to accompany only their guardians or the person authorized by them. Escorting the inmates of the hostel back to the hostel will be the responsibility of the guardians.
- 4) After every vacation or holidays students along with their parents/guardians must report to the hostel gate positively **by 7:00pm after which entry into the hostel will be restricted.**
- 5) A leave of four days will be granted to the students for attending wedding ceremony of their first blood relatives only once in a year. In case the child remains absent for more than four days, a fine of Rs.500 per day will be imposed.

## **ILLNESS**

- 1) If a student residing in the hostel falls sick, the warden/nurse shall as far as possible arrange for immediate medical aid and inform the Principal/Administrator/ Warden
- 2) In case of illness the amount spent on the expenditure incurred on immediate medical assistance to the student will have to be reimbursed by the parent/guardian of the student.

## **MESS**

- 1) Children should be careful while eating so that he/she does not spill things outside his/her plate, chew with his/her mouth closed, avoid talking while eating & avoid making sound while eating.
- 2) It is compulsory for all the hostellers to take food from the hostel mess. A prayer thanking God before every meal **should be done** religiously.
- 3) Mess arrangements such as menu etc are made by the mess in-charge,

Dietician and Warden.

- 4) The Dietician will jot down the menu, the calorie contained in each item with a beautiful thought of the day in the small white board provided in the dining area.
- 5) Breakfast, evening snacks, lunch and dinner will be served in the dining hall of the mess in accordance with a time schedule. The time schedule has to be strictly followed. Bells will be rung heralding the beginning and end of timings. No food will be served in rooms.
- 6) Students will have to maintain discipline while going to the dining hall of the mess, in the dining hall and while returning from the dining hall. There should be pin-drop silence in the dining hall while eating.
- 7) No student is allowed to enter the kitchen.
- 8) Besides normal food there will be provision of Jainy food and Khichery for the sick.
- 9) In all matters/complains/grievances, the students should give it in writing to the warden/mess in charge.

## **OTHERS**

- 1) Parents/ local guardians of hostellers may talk to them over the school office no.....or hostel office no.....
- 2) Letters, parcels etc addressed to the students shall be distributed through the hostel warden
- 3) It is imperative upon all the hostellers to follow and to act in accordance with hostel rules and regulations.
- 4) These regulations can be changed or amended and shall have to be followed strictly.
- 5) In case of any doubt or disagreement regarding hostel or mess the decision of the Principal/ Administrator/Warden shall be final and binding.

## **Circular for Hostellers**

- 1) It is compulsory for the inmates of the hostel to keep with them their identity cards.
- 2) It is compulsory to maintain discipline in the hostel. The inmates must follow the directions of

the warden, maintain cleanliness and observe the time schedule. Strict disciplinary action will be taken, if the inmates show breach of action/ breaking the rules laid down in above respects.

- 3) The Administrator or Warden, if needed can search any room and the concerned student must cooperate.
- 4) Graffiti (Writing/ drawing anything) on the walls, fixtures, furniture is prohibited as also sticking papers on them or on the windows.
- 5) Students are answerable to school authorities for their conduct.
- 6) A student shall render himself/herself liable for action for any damage, whatsoever, to the School properties. Strict disciplinary measures will be taken against such offenders. Parents have to bear expenses for repair/replacement etc.
- 7) The Principal reserves the right to terminate the membership of a student for an act of indiscipline.
- 8) Parents are expected to co-operate with the School authorities making their children understand that a well ordered and disciplined way of life is as important at home as it is in the school.
- 9) Dress code shall be strictly followed:
  - Boys should have proper haircut (army cut) as advised by the school authorities at regular intervals.
  - Girls are not allowed to apply nail polish, mehendi. They shall not come to the School with open hair/ pony tails/ coloured hair-bands/decorative clips, bracelets. Only white hair-elastic-bands are allowed.
  - Nails should be trimmed at regular intervals.
- 10) If any student is absent from School, leave application must be submitted to the Principal. If absence due to illness lasts more than 1 day, the application of leave must be accompanied by a medical certificate issued by a registered doctor. Any other urgent leave should be with prior permission from the Principal. Parents are advised not to ask for leave to attend various ceremonies etc. as it adversely affects a student's performance in academics. Absence without proper leave shall lead to termination of membership of student from School. Re-admission may be granted only at the discretion of the Principal.
- 11) In case of any dispute, decision of Principal will be honored.
- 12) All notices of withdrawal should be given 6 months in advance by parents or else the fee for following six months will be charged.
- 13) No transfer certificate will be issued until all dues to the School are paid.
- 14) In order to get promotion to the next class, a student must score at least 40% in every subject.
- 15) Parents are welcome to visit the School- discuss any problem with Principal between 10 am and 11 am by prior appointment. They are not allowed to interview teachers.
- 16) Incoming letter / parcels or any other items shall be checked by the authorities and only then handed over to the students.
- 17) It is compulsory to speak in English and foul language should be avoided.
- 18) Always avoid hooting and whistling.

- 19) The students should respect everyone and be polite to all.
- 20) Using electronic gadgets like mobile, radio, i-pods, tablets are strictly prohibited in the rooms.
- 21) All fee installments are to be paid strictly as scheduled. The schedule of fee is as follows:

Installment I	Up to April, 10 <sup>th</sup> ----- -----	For First Term
Installment II	Up to October, 10 <sup>th</sup> ----- -----	For Second Term

In cases of monthly payments for day boarders (with special permission) fee should be paid by 05 of every month. After due date, a fine of Rs. 10/- per day will be charged. At the end of the month student's name might be struck off from School Rolls and student may be readmitted at discretion of Principal on payment of all arrears and fresh admission fee. No fee is refundable in any case.

- 20) Despite every care that is taken school will not be, in any way, held responsible for any miss happening that a child might face.
- 21) Students are advised not to put their hands on other's shoulders while walking or talking.
- 22) It is strictly forbidden to carry sharp objects or throw any object at anyone.
- 23) Students should not use foul language, should not flatter, speak only when needed and should not waste his/her time in idle gossip.
- 24) Only those students who have been allotted rooms or dormitory shall reside in it. No friend, guest or relative shall be allowed to stay in their rooms.
- 25) Hostellers shall have to abide by rules framed and amended by School authorities from time to time.

## **CIRCULAR FOR PARENTS**

- 1) Phone calls may be transmitted either on Saturday or Sunday only.
- 2) In special cases Guardians/ Parents may contact the Principal on phone.
- 3) Local guardian will be allowed to meet or take along their respective ward on alternate Sundays.
- 4) The hostellers will not be permitted to visit the residence of the local guardians until and unless there is an emergency.
- 5) A constant medical care of the hosteller will be provided but in long illness the child shall be sent back till he/she is fit.
- 6) Parents are requested not to give any money to their wards instead they should deposit an amount of 2000 Rs. in the hostel office. Any emergency things required such as pencil or note-book or soap can be issued from the hostel store with this money.
- 7) Costly ornaments, wrist watches, mobile, i-pads or tabs etc

should not be provided to their wards from home.

- 8) Parents are requested to meet the warden, class-teacher, subject teachers and Principal on every Parent-teacher meeting and second Sundays of every month to discuss about the progress of their child.
- 9) In case of any miss-conduct of the student he/she will be expelled both from the hostel and school.
- 10) Parents shall have to abide by rules framed and amended by School authorities from time to time.

### **DECLARATION BY THE PARENT & STUDENT:**

We solemnly declare that we agree to abide by the rules and regulation of the School failing which the school and hostel authorities has the right to impose fine or issue T.C.(Transfer Certificate) with prior notice.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
(Name of the Parent)

\_\_\_\_\_  
(Name of the Student)

Date:\_\_\_\_\_

Date:\_\_\_\_\_

Place:\_\_\_\_\_

Place:\_\_\_\_\_